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सी सी आर ए एस - क्षेत्रीय आयुर्वेद अनुसंधान संस्थान,

पूजप्पुरा

तिरुवनन्तपुरम - 695 012

CCRAS- REGIONAL AYURVEDA RESEARCH INSTITUTE

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केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद

आयुष मंत्रालय, भारत सरकार, नई दिल्ली – 110058

Central Council for Research in Ayurvedic Sciences Ministry of AYUSH, Govt. of India, New Delhi – 110058

Particulars of Information under Section 4(1)(b) of the RTI Act, 2005

Section	Particulars	Page Nos.
Section 4(1)(b)(i)	The particulars of its Organization, Functions and Duties	3
Section 4(1)(b)(ii)	The Powers and Duties of its Officers and Employees	4-11
Section 4(1)(b)(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability	12-17
Section 4(1)(b)(iv)	The norms set by it for the discharge of its functions	18
Section 4(1)(b)(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	18
Section 4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control	19
Section 4(1)(b)(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	20-35
Section 4(1)(b)(viii)	A statement of Boards, Councils, Committees and other bodies 52-54 consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	36-37
Section 4(1)(b)(ix)	Directory of Officers and Employees	37
Section $4(1)(b)(x)$	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	38
Section 4(1)(b)(xi)	The budget allocation to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	39
Section 4(1)(b)(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	39
Section 4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	39
Section 4(1)(b)(xiv)	Details in respect of the information available to or held by it. reduced in an electronic form;	40
Section 4(1)(b)(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room, if maintained for public use	40
Section 4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers	40
Section 4(1)(b)(xvii)	Other Information	41-42

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

CCRAS-Regional Ayurveda Research Institute (RARI), Thiruvananthapuram, is a peripheral Institute under the Central Council for Research in Ayurvedic Sciences (CCRAS), functioning at Poojappura, Thiruvananthapuram, and undertaking, coordinating, aiding, and promoting research in Ayurvedic Science with special emphasis on Lifestyle Healthcare. The Institute is situated in 1.54.500 acres of land provided by the Govt. of Kerala, and is functioning with Clinical Research and one outreach activity. There is also a well-established Library in the Institute, having a collection of nearly 2218 books on various subjects for reference, including Council's publications, which are also available for sale at a discount rate. The Clinical Section of the Institute provides OPD and IPD facilities. OP functioning is as follows:

Sl. No	OPD	Day
1	General OPD	All working days
2	Lifestyle OPD	Every Wednesday

We provide OPD Services to the general public from 09.00AM to 01.00PM on all days except second Saturday, Sunday and Gazette Holidays declared by Government of India and local Central Government Employee Welfare Coordination Committee (CGEWCC)

Medicines are given to OPD patients free of cost. The IPD section functions with 30 beds (General and Pay wards). Three well-equipped Panchakarma Theatres (1-Male,1 1-Female and 1 for pay ward) provide treatment facilities for the patients with service charges collected as per the guidelines from Headquarters.

NABL accredited Clinical Laboratory (Certificate No: -NABL-M(EL)T 02378) of the Institute is functioning with Biochemical/Pathological/Serological test facilities with service charges as per the guidelines from Headquarters.

The Institute have a well-furnished library located on the second floor of the hospital building, which houses around 2,218 reference books across various disciplines, 954 CCRAS publications and 150 CDs are also available for sale.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Regional Ayurveda Research Institute is headed by the Institute In-Charge, who is assisted by the Research Officers and Administrative Staffs. The Powers and Functions of the Incharges of the Institutes are attached and also available on CCRAS's website i.e. http://www.ceras.nic.in (https://ccras.nic.in/memorandum-of-association-and-bye-laws/) under the Head Memorandum of Association, Rules, Regulations and Bye-Laws of the Council.

S. No	Items/ Powers	Extent of powers delegated					
	Financial Powers	Deputy Direct	or(Admn.)	Inchar	ges		
		Existing	Enhanced	Existing	Revised		
1	2	3	4	5	6	7	
1.	Power to sanction taxes/surcharges, renewal of insurance, postal, telegraphic, water, electricity, telephone bills	Full	Full	Full	Full	Subject to budget provision	
2.	Reimbursement of local conveyance in respect of employees working under them.	Rs.150/- p.m. per person	As per orders of D/o Expenditure	Rs.150/- p.m. per person	As per orders of D/o Expenditure	As amended from time to time	
3.	Power to incur expenditure on non-recurring items.	Upto Rs.10,000/-	Upto Rs.1.00 lakh	Upto Rs.1,00,000/- in respect of CRIs and Rs.50,000/- in respect of other Units	Upto Rs.2.00 iakh to National Research Institutes, Cpt. Srinivasa Murthy Research Institute for Ayurveda and Siddha Drug development, Chennai, Ayurveda Central Research Institute, Delhi, Ayurveda Research Institute for Mother and Child Health Care, Trivandrum, Advanced Centre for Ayurveda in Mental Health and Neuro- Sciences NIMHANS.	Subject to budget provision and observations of codal formality. The accountability for justifiable expenditure fully lies with the officer sanctioning the amount. The Officer will also be responsible for compliance of all audit observations.	

					Bangalore, Ayurveda Cancer Research Institute, Mumbai, Ayurveda Mental Health Research Institute, Nagpur & Ayurveda Regional Research Institute, Patna, and Rs.1,00,000/- for other Institutes.	15
4.	To incur expenditure on recurring contingency like petrol, diet, Diesel (Central heating), stationery, postage etc.	Upte Rs.2,000/-	Full	Full	Full	Subject to budget provision and rates of diet prescribed by the Council.
5.	Purchase of hooks/ publications, periodicals, journals,	Full, on the recommenda tions of DD(Tech.) concerned Programme Officers	Full, on the recommend ations of DD(Tech.) concerned Programme Officers	Full, except involving foreign currency.	Full	Subject to budget provision and requirement of allotted programme.
6.	Power to sanction temporary advances from the imprest.	Full	Full	Full	Full	Not more than one advance is sanctioned to an individual, till the adjustment is submitted.
7.	Power to sanction telephone rents, calls, phonograms, where telephone connections are sanctioned by the Council. Audit Fees and Advt.	Full	Full	Full	Full	

8.	Power to sanction	Full	Full	Full	Full	
	expenditure on electricity and water charges.	,				
9.	To sanction repair charges of vehicles, equipments, tools, stores etc.	Upto Rs.5000/-	Full	Upto Rs.5000/-	Full	Through authorized workshops only.
10.	Purchase and supply of uniform for eligible staff.	Full in respect of employees working at Hqrs. Office	Full	Full in respect of employees working under them.	Full	As per DOPT guidelines
11.	a) Power to sanction advances of pay/TA/DA to the employees in whose case transfer orders have been issued by HQrs. Office. b) Advance of leave salary as per rules	Full	Full	a) Full - provided the advance is sanctioned as per rules	Full	As per rules as amended from time to time
12.	To sanction the write off of irrecoverable stores etc. provided that (i) the loss is not due to theft and (ii) it does not disclose a defect of system or serious negligence on the part of some individual employees of the Central Council, which might possibly call for disciplinary action and to sanction write off and sell by auction or otherwise, in the interest of the Council, (ii) Declaring Condemn unserviceable stores. (The amount of sale proceeds shall be credited to the Hqrs.	Upto Rs.5000/-	Upto Rs.50,000/-	Upte Rs.5000/- in r/o CRIs and Rs.3000/- in r/o RRIs/ RRCs and other major institutes in each case (Note: each case means each occasion not each article). The case of theft, negligence on the part of individual including cases involving relaxation will continue to be referred to the Council.	Rs.50,000/- to all Subordinate Institutes/ Centres	On the recommendations of a Physical Verification Committee (Condemnation Committee) to be constituted according to Rules.

	Office of the Central Council).					*
13.	Power to sanction festival advance to entitled staff	Full in respect of employees working at Hurs, Office	Full	Full in respect of employees working under them.	Full	
14.	Power to reimburse medical examination fee on first appointment as per scales laid down.	Full	Full	Full	Full	
15.	Power to sanction LTC and LTC advance in respect of staff working under them except head of Institutes/Centres.	Full in respect of employees working at Hqrs. Office.	Full	Full in respect of employees working at under them.	Full	
16.	Power to sanction cycle/fan advance to staff.	Full	Full	One case in a year	Full	
17.	Power to reimburse tuition fee/CEA in respect of employees working under him.	Full	Full	Full in respect of employees working at under them.	Full	
18.	Power to purchase prepared medicines from IMPCL and IMPCOPS only.	Upto Rs.50,000/- on the recommendati on of Deputy Director (Tech.) Programme Officers	Full on the recommendat ion of Dy.Dir. (Tech.) Programme Officers	Upto Rs.1.00,000/- in case of CRIs and Rs.30,000/- in case of other Units.	Rs.2,00,000/- where OPD and/or IPD are functioning	Subject to budget provision
19.	Power to sanction medical reimbursement claim in respect of officers and staff working at Institutes/Centres/Unit s.	Upto the limit of Rs.10,000/- in each case.	Fell	Upto the limit of Rs.500/- in each case in a year		Claims for treatment taken from private hospitals in emergency to be sanctioned by Director General, CCRAS
20.	Power to purchase raw drugs for preparation of medicine including trial drugs for use in hespital as well as for supply to other projects of the CCRAS.	recommendati on of Deputy Director	Full on the recommendat ion of Deputy Director (Tech.)	Rs.50,000/- in case of CRIs and Rs.15,000/- in case of other Units.		Subject to

21.	Power to sanction annual maintenance contract charges in respect of typewriters, computers, fax, photo copier, duplicating machines, scientific instruments/equipments ,ACs, heaters etc.	STATE OF THE PARTY	Full	Upto Rs.5,000/- in each case with reference to the budget provision	Full	AMCs to be awarded to the manufacturer s or their authorized dealers. In other cases after observing codal formalities.
22.	Power to sanction GPF/CPF advance/ withdrawals.	Full	Full	Not applicable	Not applicable	
23.	Power to sanction cash handling allowance	Full as per rules	Full as per rules	Not applicable	Full as per rules	Fidelity Bond to be kept in safe custody.
Adm	inistrative Powers	Deputy Direc	ctor(Admn.)	In-char	rges	Remarks
		Existing	Enhanced	Existing	Revised	
24.	To transfer an employee from one sanction to another	Full	Full	Full		
25.	All kinds of leave except study leave	Upto Assistant Directors	Upto Assistant Directors	Full in respect of an employee working under him.	Full in respect of employees working under him.	
26.	Power to sanction all kinds of tours within the State.	Full	Full upto Assistant Directors	Full, except in the case of IN-charge	Full, except in the case of In-charge	Tours to be sanctioned strictly for Institute's work
27.	To order closure of the office on the basis of ad-hoc decision of the Central Govt. or respective State Govt.	Not applicable	Not applicable	Full	Full	As per decision of the local Co- ordination Committee
28.	Power to maintain service book and leave account.	Full except DD(Λ)	Full except DD(A)	Full except In-charge	Full except In- charge	
29.	Acceptance of Home Town declaration	Full	Full	Full in respect of employees working under them	Full in respect of employees working under them.	
30.	Issue of Identity Card to group A,B,C & D staff as per instructions regarding issue of identity card and conditions of issue as may be communicated	Full	Full	Full in respect of employees working under them	Full in respect of employees working under them	

	by Hqrs, from time to time.	1722				
31.	Power to sanction special increment for promoting small family norms in respect of all group working under him	Full	Full	Full	Full	Subject to observance of Rules.
32.	Power to forward applications for outside employment in respect of staff working under them.	Full in respect of non- technical employees	Full in respect of non- technical employees	Full in respect of employees working under them under intimation to Hqrs. Office.	applications for outside employment in r/o staff working	The deputation cases are subject to approval of Hqrs. Office
33.	Power to sanction stagnation increment in respect of staff working under them.	Full	Full	Full in respect of employees working under them	Full in respect of	As per rules.
34.	Power to grant ACP/ Promotion to group C & D employees working under them.	Not applicable	Not applicable	Full in respect of Group C&D employees of maximum scale of pay of Rs.5000- 8000/-	Group C&D employees in PB-1	
35.	Power to fill up the vacancies by promotion in respect of Group C&D arisen due to death/retirement and resignation as per approved RRs.	Not applicable	Not applicable	Full in respect of Group C&D employees	Full in respect of Group C&D employees	Direct recruitment to be made with prior approval of Hqrs. Office.
36.	Detention of staff in Hqrs, Office/Institutes beyond normal office hours on working days and holidays and payment of Compensation/ Conveyance allowance as per rules.	Full	Full	Full in respect of employees working under them.		Temale staff
37.	Permission for purchase of movable/immovable properties under CCS (Conduct) Rules.	Full upto the level of Assistant Directors	Full upto the level of Assistant Directors	Full in respect of employees working under them.	내용 선생이다. 유명하는 경기에 발견되었다. 영화학	Group 'A' &

38.	NOC for Indian Passport.	Full in respect of employees working at Hqrs. Office	Full in respect of employees working at Hqrs. Office	Full in respect of employees working under them.	Full in respect of employees working under them.	In case of Group 'A' and Incharges, information to be sent to Hqrs. Office
39.	To grant permission for attending of local Seminars by the Scientists/Research Officers without TA/DA	Not applicable	Not applicable	Two occasions in a year and not more than 2 Scientists at a time.	Two occasions in a year and not more than 2 Scientists at a time.	Total absence including journey period not to exceed 7 days at a time and 15 days in a year for all Seminars
40.	Power to engagement of contractual/ temp. staff against the vacant post for a period of maximum one year.	Not applicable	Not applicable	Not applicable	Full	Subject to availability of vacant posts in respect of group -B, C, D and Research Projects. For Group 'A' with approval of Hqrs.



सी सी आर ए एस - क्षेत्रीय आयुर्वेद अनुसंधान संस्थान, तिरुवनंतपुरम

(केंद्रीय आयुर्वेदीय विज्ञान अनुसंघान परिषद, आयुष मंत्रालय, भारत सरकार)

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दिनांक: 3 NOV 2025

OFFICE ORDER NO 682 /2025-2026

In supersession to the previous order No 153/2025-26 dated 18 Jun 2025 (File No 9-48/2023-RARJ/Tvpm/Tech(NABH)/Part 1/515), the committees and its members are updated incorporating the recommendations of various committee meetings. The committees will time to time review, sort out and make recommendations/suggestions on issues pertaining to the respective committees. All are requested to note that the work mentioned is in addition to the allotted work of the sections/project. The order is issued with immediate effect until further orders. Brief of each duties attached as per appendix attached.

Technical In Charges to take initiatives for conducting weekly review meetings on every Friday. In the event Friday is holiday, then the review meeting shall be conducted on the next working day. Minutes of meeting to be prepared and approved. Pending issues related to each section to be discussed on penjay meeting. on review meeting.

Sl No	Name	Duties
1.	Dr Sree Deepthi GN, RO (Ay)	Institute In Charge
2.	Dr Praveen Balakrishnan, RO (Ay)	Hospital In Charge/Building Committee Chairman/Technical In Charge-I/Monthly, Quarterly/Annual Reports Officer/Care of Patients Committee Chairman/AHMIS Nodal Officer
3.	Dr Indu S, RO (Ay)	Establishment In Charge/Technical In Charge II/ /Pharmacy In Charge/ BIS Coordinator/ Internal Committee Chairperson and GeM Chairperson
4.	Dr Abhayadev A, RO (Ay)	IP In Charge/Kitchen & Diet In Charge/ HR Supervisor/Internal Audit Supervisor/Accounts In Charge/Safety Officer/ SC/ST Grievance Redressal Committee Chairman/ Hospital Safety and Disaster Management Committee Chairman
5.	Dr Krishna Rao S, RO (Ay)	OP In Charge/ Male Panchakarma In Charge/ Store In Charge/ GeM Consignee/Hindi Co Officer/NABH Coordinator/BIS Assistant Coordinator
6.	Dr Saniya CK, RO (Ay)	Library In Charge/Research Integrity Officer / Female Panchakarma In Charge /Security Supervisor Co Pharmacy In Charge/Internship In Charge / Quality Officer/Swachhata Committee Chairperson
7.	Dr Lisha S Raj, RO (Ay)	Laboratory In Charge/ Official Language In Charge/ HIC Chairperson/Garden In Charge/Medical Records Supervisor/ Induction Training Committee Chairperson
8.	Smt Anila A, Sister In Charge	Sister In Charge/Medical Records Manager 1
9.	Smt Kumary A Suja, Social Worker	Social Worker/Duties of UDC2/ Medical Records Manager 2/Librarian/Store Supervisor

10.	Smt Vinitha VS, Pharmacist	Pharmacist 1/IP Pharmacy Supervisor/Hospital Safety Assistant 2
11.	Smt Anupama Rajan, Pharmacist	Pharmacist 2/ OP Pharmacy Supervisor/Co House
12.	Smt Krishna Priya SV, UDC	Keeping Assistant Duties of Assistant/UDC 1/Establishment/Account Supervisor/HR Manager 1
13.	Smt Niza NR, Lab Attendant	House Keeping Supervisor
14.	Shri Chandrababu N, Lab Attendant	Security Manager/Hospital Safety Assistant

Note: 1. As Smt Lakshmi S Nair was transferred to CSMDRI, Chennai and her charges has been transferred to Smt. Krishnapriya SV, the later will be referred to wherever Assistant is mentioned hereafter until further order.

 As Shri Sureshbabu, UDC was transferred to NARIP, Cheruthuruthy, and his charges has been transferred to Smt Kumary A Suja, Social Worker, the later will be referred to wherever UDC2 is mentioned hereafter until further order.

प्रभारी अनुसंधान अधिकारी

To

All Officers & Officials

For compliance please

Copy to

1. Office Order File

2. Hindi File

प्रभारी अनुसंधान अधिकारी

PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Institute is taking decision on various issues in the following manners:

The Institute is engaged in Research Activities and decisions are arrived at, after having the due deliberation by Advisory Board/Project Evaluation Committee and some decisions taken by the Institute In Charge as per powers delegated to him/her as per Rule-4(Schedule 1) under Memorandum of Association and Rules, Regulations and Bye-Laws of the Council. (Please refer to Council's website i.e. http://www.ccras.nic.in for Bye-Laws of the Council). The final decision-making authority is Governing Body of the Council. Committees formulated are as under: -

BRIEF: COMMITTEES & DUTIES OF COMMITTEES

1. NABH Core Committee/ Steering Committee

- a. Chairperson Dr Sree Deepthi GN, RO (Ay), RO In Charge
- b. Members NABH Coordinator, All Research officers and Assistant
- Responsibilities Review the status of the NABH Activities time to time, make necessary amendments if needed.
- d. Meeting and Reporting Once in 6 months or as and when required

2. Pharmaco Therapeutic Committee

- a. Chairman/Chairperson Dr Indu S, RO (Ay)
- Members- Dr Saniya CK, RO (Ay), all Research officers (Ay.), Smt Vinitha VS (Member Secretary), Smt Amupama Rajan, Pharmacist and Assistant
- c. Responsibilities Monitoring of usage of medications with in the hospital & dispensary purchases, ensure that purchases made by the hospital pharmacy will be in accordance with purchase policies and procedures of the hospital, developing hospital formulary, monitoring prescription compliance to the formulary and its time-to-time updating, any additions or deletion to be made in the formulary shall be decided by this committee
- d. Meeting and Reporting Once in 3 months or as and when required

3. Induction Training/Staff Training Committee

- a. Chairperson Dr Lisha S Raj, RO (Path)
- Members Smt Kumary A Suja, Social Worker, Smt Krishna Priya SV (Member Secretary), Smt Vinitha VS, Pharmacist Smt Niza NR, Lat Attendant
- c. Responsibilities To carry out the induction training of all the freshly recruited staffs, and maintain the records, to conduct, provide logistic support and maintain the records of various staff trainings conducted in the institute.
- d. Meeting and Reporting Once in 6 months or as and when required

4. Hospital Infection Control Committee

- a. Chairperson Dr Lisha S Raj, RO (Path)
- b. Members Dr Praveen Balakrishnan, RO (Ay), Dr Krishna Rao S, RO (Ay), Dr Abhayadev A, RO (Ay), Smt Anila A, Sister In Charge, Smt Kumary A Suja, Social Worker, Smt Niza NR (Member Secretary), Lat Attendant.
- c. Responsibilities To establish a practical system for identifying, reporting and evaluating infection in inpatients, selected outpatients, discharged patients, To establish policy criteria for distinguishing between nosocomial and community acquired infections, To develop guidelines for segregation and disposal of hospital wastes, To establish a mechanism to investigate and identify the reservoir, source, and method of transmission of each outbreak of nosocomial infection and institute appropriate measures to limit further spread from identified sources of contagion. To establish and implement institution-wide policies and procedures, To review and evaluate written policies and procedures pertinent to hygiene maintenance and infection control for all services on an annual basis and revise wherever necessary, To establish a system for reporting, evaluating and maintaining records of infections among patients and personnel and the ongoing collection and analytic review of data and action taken with subsequent dispersion of this data throughout the hospital, To review the types of surveillance and reporting programmes implemented by Infection Control, To review standard criteria for reporting all types of infections
- d. Meeting and Reporting Once in 3 months or as and when required

5. Quality Improvement Committee

- a. Chairman/Chairperson Dr Saniya CK, RO (Ay)
- Members All Research officers, Smt Kumary A Suja, Social Worker (Member Secretary), Smt Anila A, Sister In Charge.
- c. Responsibilities Planning of the quality management system, Establishment, monitoring and review of quality indicators. Ensuring the availability of resources as required by the quality management system, Conducting management reviews. Reviewing non-conformances related to services Reviewing internal audit reports pertaining to quality improvement. Analysis of data on process and service measurements, Analysis of patient satisfaction data and complaints, Ensuring timely corrective and preventive actions, Ensuring continual improvement of the quality management system.
- d. Meeting and Reporting Once in 3 months or as and when required

6. Hospital Safety and Disaster Management Committee

- a. Chairman Dr Abhayadev A, RO (Ay) (Safety Officer)
- Members Smt Vinitha VS, Pharmacist, Smt Kumary A Suja, Social Worker, Smt Anupama Rajan, Pharmacist (Member Secretary), Shri Chandrababu N, Lab Attendant.
- c. Responsibilities To identify the potential safety and security risks to patients, staff, and visitors in all phases of activities, To conduct facility inspection rounds to ensure safety in patient area and non-patient care area, To conduct hazard identification and risk analysis, To take root cause analysis, for process failure and near misses to take appropriate preventive/corrective measures, To develop and revise safety manual, To establish & review the Disaster Management Plan of the institution, Training of staff on DM, To ensure availability of adequate resources for Disaster Management, To conduct mock drill and fire & safety related activities, To test documented appropriate corrective / preventive action, Educating the staff in safety programme
- d. Meeting and Reporting Once in 3 months or as and when required

7. Hospital Medical Records Committee

- a. Chairperson Dr Lisha S Raj, RO (Path)
- Members Smt Anila A, Sister In Charge (Member Secretary), Smt Kumary A Suja, Social Worker, Smt Anupama Rajan, Pharmacist.
- Responsibilities To decide and develop suitable medical record forms, to keep the medical records safe
 and confidential, to detail and track the access of medical records by different personals.
- d. Meeting and Reporting Once in 3 months or as and when required

8. Clinical Audit Committee

- a. Chairperson Dr Lisha S Raj, RO (Path)
- Members Smt Vinitha VS, Pharmacist, Smt Anila A, Sister in Charge, Smt Krishna Priya SV, UDC (Member Secretary)
- c. Responsibilities To review the medical records for adequacy and completeness, To determine whether the records meet the required standards for promptness, completeness, and clinical pertinence, To recommend policies regarding content and completion of medical records.
- d. Meeting and reporting Once in 3 months

9. HR cum staff disciplinary committee

- a. Chairman Dr Abhayadev A, RO (Ay)
- Members Smt Anila A, Sister in charge, Smt Kumary A Suja, Social Worker, Smt Krishna Priya SV, UDC (Member Secretary)
- c. Responsibilities Deals with maintenance of Human resource records of this institute, discipline and maintains the rights and responsibilities of human resources. Help of Legal Advisor shall be sought as and when required.
- d. Meeting and Reporting -As and when required

10. CPR committee

- a. Chairperson Dr Lisha S Raj, RO (Path)
- Members Dr Praveen Balakrishnan, RO (Ay), Dr Krishna Rao S, RO (Ay), Dr Abhayadev A, RO (Ay), Smt Anila A, Sister in charge (Member Secretary)
- Responsibilities To prepare and implement policies related with resuscitation, to make sure code blue team have necessary training
- d. Meeting and Reporting As and when required

11. Care of Patients Committee

- a. Chairman-Dr Praveen Balakrishnan, RO (Ay)
- Members All Research Officers (Ayurveda), Smt Anila A, Sister In charge (Member Secretary), Smt Kumary A Suja, Social Worker
- c. Responsibilities To make and implement policies ensuring uniform care for all category of patients
- d. Meeting and Reporting Once in a year or as and when required

12. Bio Medical Waste Management Committee

- a. Chairperson Dr Lisha S Raj, RO (Path)
- b. Members- Dr Praveen Balakrishnan, RO (Ay), Smt Anila A, Sister in Charge, Smt Krishna Priya SV, UDC (Member Secretary)
- Responsibilities Ensure that the biomedical wastes generated in the hospital are properly segregated, transported and treated.
- d. Meeting and Reporting -As and when required

13. Ethics Committee

- a. Chairman/Chairperson Dr. Jollykkutty Eapen
- b. Member Secretary Dr Krishna Rao S, RO (Ay)
- c. Members Dr. Rajam Member, Dr. P Kalakesavan- Member (Clinician), Dr. Subhash Babu-Member Medical Scientist, Dr. G R Bahuleyan Nair - Member, Adv. Lissy Albert - Member legal expert, Dr. K B Valsala Kumary - Member Social Scientist, Smt. Sheeja Madhu - Member Lay person
- d. Responsibilities -Ethical approval of research projects.
- e. Meeting and Reporting As and when required

14. Public Grievance Redressal Committee

- a. Chairman-Dr Abhayadev A, RO (Ay)
- Members Dr Indu S, RO (Ay), Dr Saniya CK, RO (Ay), Smt Kumary A Suja, Social Worker (Member Secretary)
- c. Responsibilities To appropriately track the grievances by the patient, To find amicable solution
- d. Meeting and Reporting Once in 6 months or as and when required

15. Staff Grievance Redressal Committee

- a. Chairperson-Dr Saniya CK, RO (Ay)
- b. Members Smt Krishna Priya SV, UDC (Member Secretary), Smt Anila A, Sister in Charge
- c. Responsibilities To appropriately track the grievances by the staff, To find amicable solution
- d. Meeting and Reporting Once in 6 months or as and when required

16. SC/ST Grievance Redressal Committee

- a. Chairman Dr Abhayadev A, RO (Ay)
- Members Dr Saniya CK, RO (Ay), Smt B Saratha, MLT, SRRI Tvpm, Smt Krishna Priya SV, UDC (Member Secretary), Shri Chandrababu N, Lab Attendant
- c. Responsibilities Redress the grievances of SC/ST appropriately and timely.
- d. Meeting and Reporting As and when required

17. Internal Committee

- a. Chairperson Dr Indu S, RO (Ay)
- Members Dr Praveen Balakrishnan, RO (Ay), Smt Kumary A Suja, Social Worker (Member Secretary), Smt Anupama Rajan, Pharmacist, Adv (Dr.) Lizzie Albert
- c. Responsibilities To ensure prohibition of sexual harassment as defined at work place, To ensure that there is no hostile environment for women at work place and no women employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment, Any complaint received should be investigated by the committee and the report to be submitted at the concerned authority for appropriate action
- d. Meeting and Reporting As and when required

18. Internal Audit Committee

- a. Chairman Dr Abhayadev A, RO (Ay)
- Members Dr Indu S, RO (Ay), Dr Saniya CK, RO (Ay), Smt Kumary A Suja, Social worker (Member Secretary)
- Responsibilities Review the status of the NABH/BIS activities, audit related activities time to time and make necessary amendments if needed.
- d. Meeting and Reporting Once in a year

19. Condemnation Committee

- a. Chairperson Dr Saniya CK, RO (Ay)
- Members Smt Krishna Priya, SV, UDC, Smt Kumary A Suja, Social Worker (Member Secretary) Smt Anupama Rajan, Pharmacist
- c. Responsibilities -Recommend on condemnation of assets as per GFR.
- d. Meeting and Reporting -As and when required

20. Purchase Committee

- a. Chairman Dr Abhayadev A, RO (Ay)
- Members Dr Krishna Rao S, RO (Ay), Dr Saniya CK, RO (Ay), Smt Kumary A Suja, Social Worker (Member Secretary), Smt Vinitha VS, Pharmacist
- c. Responsibilities To recommend purchase related matters as per GFR.
- d. Meeting and Reporting As and when required

21. Inspection Committee

- a. Chairman Dr Krishna Rao S, RO (Ay)
- b. Members Smt Kumary A Suja, Social Worker, Smt Anupama Rajan, Pharmacist (Member Secretary)
- Responsibilities -Inspect the purchases made as per the recommendations of the Purchase committee and recommend for payment.
- d. Meeting and Reporting Once in 6 months or as and when required

22. GeM Committee

- a. Chairperson Dr Indu S, RO (Ay)
- b. Members Dr Praveen Balakrishnan, RO (Ay), Dr Lisha S Raj, RO (Path), Smt Anila A, Sister In Charge, Smt Krishna Priya SV, UDC (Member Secretary), GeM Indenter.
- Responsibilities Scrutiny of demands received from sections and monitor the purchase procedures of GeM and its associated works as per GFR and rules & instructions in this matter.
- d. Meeting and Reporting As and when required

23. Official Language Implementation Committee

- a. Chairperson Dr. Sree Deepthi GN, RO In Charge
- Members Dr Lisha S Raj, RO (Path), All Research officers, Assistant and Hindi Assistant (Member Secretary)
- c. Responsibilities -Implement Official Language in the institute.
- d. Meeting and Reporting Once in 3 months

24. Committee for prohibition of smoking

- a. Chairperson Dr Lisha S Raj, RO (Path)
- b. Members Dr Saniya CK, RO (Ay), Smt Anupama Rajan, Pharmacist (Member Secretary)
- Responsibilities -To make necessary arrangements to prevent smoking in the campus and recommend actions accordingly.
- d. Meeting and Reporting As and when required

25. RTI

- a. Chairman Dr Krishna Rao S, RO (Ay)
- Members Assistant, Smt Krishna Priya SV, UDC (Member secretary), Smt Kumary A Suja, Social Worker
- c. Responsibilities Reply and monitoring of RTI related issues.
- d. Meeting and Reporting As and when required

26. Maintenance of Computers/all AMC Related Issues

- a. Chairman Dr Praveen Balakrishnan, RO (Ay)
- b. Members Smt Kumary Suja A, Social Worker (Member Secretary), Smt Niza NR, Lab Attendant
- Responsibilities To do the necessary action for timely renewal / initiation of AMC concerned to the institute.
- d. Meeting and Reporting As and when required

27. Building Maintenance Committee

- a. Chairman Dr Praveen Balakrishnan, RO (Ay)
- b. Members Dr Abhayadev A, RO (Ay), Dr Krishna Rao S, RO (Ay), Smt Anila A Sister in Charge, Assistant/ Smt Krishna Priya SV, UDC (Member Secretary)
- c. Responsibilities -Building maintenance related works in consultation with CPWD.
- d. Meeting and Reporting As and when required

28. Committee for Printing of IEC Material

- a. Chairman Dr Krishna Rao S, RO (Ay)
- b. Members Assistant, Smt Kumary A Suja, Social Worker, Smt Krishna Priya SV, UDC (Member Secretary), Niza NR, Lab Attendant
- c. Responsibilities To review the printing related activities of Institute and ensure the optimum utilization of Printing and Publications head.
- d. Meeting and Reporting As and when required

29. AHMIS Implementation Committee

- a. Nodal Officer Dr Praveen Balakrishnan, RO (Ay)
- b. Members Dr Krishna Rao S, RO (Ay), all staffs related with OP and IP, Assistant
- c. Responsibilities -Implement AHMIS properly.
- d. Meeting and Reporting As and when required

30. Swacchata Committee [House Keeping Maintenance Committee]

- a. Chairperson Dr Saniya CK, RO (Ay)
- b. Members Smt Niza NR, Lab Attendant (Member Secretary), Shri Chandrababu N, Lab Attendant, Smt Vinitha VS, Pharmacist
- Responsibilities -Maintenance of cleanliness of the institute, Implement Swacchata Pakhwada and Swacchata Abhiyaan as per directions.
- d. Meeting and Reporting As and when required

31. Committee for Vigilance Related Activities

- a. Chairperson Dr Krishna Rao S, RO (Ay)
- b. Members Assistant, Smt Anupama Rajan, Pharmacist (Member Secretary)
- c. Responsibilities -Implementation of Vigilance related activities per directions.
- d. Meeting and Reporting As and when required

*Note: Member Secretaries are responsible for coordinate with Chairman/Nodal Officer for conducting timely meetings, preparation of minutes of meetings and implementation of committee related activities.

THE NORMS FOR DISCHARGE OF ITS FUNCTIONS

Proposals are implemented after obtaining the Approval of Competent Authority/By Laws of Council. The bye Laws are available on CCRAS website: http://www.CCRAS.nic.in/http://www.CCRAS.nic.in/memorandum-of-association-and-bye-laws/)

Process of Redressal of Grievance

The details of Grievance Officer of Regional Ayurveda Research Institute are as follows:-

Name - Dr. Abhayadev A
Designation - Research Officer (Ay)

Address - Regional Ayurveda Research Institute

Poojapura, Thiruvananthapuram

Kerala-695012

The Aggrieved person may approach to the Grievance Officer directly or if not satisfied, to the Institute In Charge and Higher Authority of the Council.

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD OR UNDER CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

- 1. Manual of Office Procedure
- 2. Fundamental Rules and Supplementary Rules (FR&SR)
- 3. CCS (Classification, Control and Appeal) Rules 1965
- 4. CCS(Conduct) Rules 1964
- 5. General Financial Rules (GFR) 2017
- 6. Delegation of Financial Power Rules
- 7. CCRAS (Pension) Rules in line with CCS (Pension) Rules
- 8. Central Services (Medical Attendance) Rules
- 9. Central Civil Services (Leave) Rules 1972
- 10. Central Civil Services (Leave Travel Concession) Rules 1988
- 11. Central Vigilance Commission (CVC) Manual
- 12. Central Civil Services Revised (Pay) Rules 2016

STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD OR UNDER CONTROL

- 1) Service Books of Officers/Staff except that of Institute Incharge
- 2) Delegation of Financial Powers given by CCRAS Hqtrs
- 3) Account Cash Books, Pay Bill Register
- 4) Recruitment Policies given by CCRAS Hqtrs
- 5) Rules & Regulations
- 6) Regular/Routine Correspondence
- 7) Title Deeds
- 8) Possession and encumbrance certificates
- 9) Tax Receipts (Land Tax, Building Tax etc.)
- 10) Hospital Registration under Kerala Clinical Establishment (Registration and Regulation) Act 2018
- 11) FSSAI Registration Certificate
- 12) NABL Registration Certificate.
- 13) Institutional Ethics Committee Registration under DHR

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

Whenever required, consultation with stakeholders/members of the public in relation to the formulation/implementation of policy etc., is done by CCRAS through the website

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एसएसए विकाम |SLA Details

Service Level Agreement for Facility Management Services

Agreement Overview

This Agreement represents a Section Level Agreement (SLAT or "Agreement") between the buyer and finding Menagement Section (WS) Section provides. The outprise of this agreement is to be built implementation or too by management or affects and experts a provide provides and experts a by buyer. But Agreement or in each is section to buyer's collegations, special terms and conditions relaxed to service delivery and payment of services for mutual understanding of the scale builders. The Agreement remains to what till complete or of scape of services arrend of constraints and duration belongers to another understand by a revised agreement metable produces the scale provides or commissed by either of the services that thereof

The Services compacts placed through SetV shall be governed by following set of Torres and Conditions:

- 1. General terms and conditions for Services,
- 2. Service Specific STC of the Services contribute shall include the service involves appear and (SLA) for the service
- 3. BID / Reverse Auction specific ATC.

The above terms and conditions are interested order of procedures i.e. ATC supersedes Service specific SFC which superseded CFC wherever there are any conflicting provisions. The above bot of terms and candid are appropriate access from the order to be carried the Contract access from the order to be carried the Contract access from the order to be carried the Contract access from the order to be carried the Contract access from the order to be carried the Contract access from the Contract a

2 Objectives and Goals

The objective of this agreement, sho was referred the commitments and onligations are in place to ensure constructed delivery of residues to began by sec. or produce. The goals of this agreement are us

- 1. Provide dear reference to service ownership, accountability, roles and responsibilities of both parties
- 2. Present a dear, contake and measurable dear liption of services offered to the buyer
- Establish terms and conditions for all the involved stateholders, it also includes the actions to be taken in case of failure to complewish conditions specified
- 1. To present that both the parties understand the consequences in case of termination of services due to any of the statud reasons.

the agreement of active and retrieved document to be the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same. The agreement can also be provided modified committed consent of the subsections.

3 Parties to the Agreement

The main stakeholders associated with this agreement are below-

- 1. Buyer: Buyer is responsible to provide dear instructions, approvals and throby payments for the services avoiled
- 2. Service headstart Service provide in the exponsible its provide all the required services in timely manner. Service provider may also include coller, any authorized agency adaptives, successors and increment or providers in the agreement.

The responsibilities and subjective of the Association share from collecting to document, the accounted above companies and ordered produces in one of non-administration to the defined terms and conditions. It is a particular to be found that it is not contained to the accounted above to the accounted and the accounted to the accounted accounted to the accounted accounted to the accounted accounted to the accou

4 Scope of Services

His service deals will have got be hymoregal recovered and of an empease of context related to become up the operating will all as infrastructural and manness and elementarial. The service includes making manness and the recovered by the participating people, plant, process and technology. The code making while the factor than a larger the service such as have expending people, plant, process and context and other support of each of the support of the service people, and other support of each of the support of

Type of Model. This service of tring can be and led basis three modes in medy if management of our coneigned bases and if in you can be it combination of both management outcomed. These vices model to be provided basis the model selected.

- War power based moder, Service provider will deploy manpower for nor dering selected services as per the roles' manpower or efficienced by Julya.
- Outcome (medicated models before provide will depoy manager basis for entirate depending on the information of previous and senses whereast y pages. Buyer may medican the minimum assured manager and lead for a sense.
- Hybrid model: Service are After needs to provide some convicts on manageral based model while some on outcome rates) based depending on the selection of output during bid.

Types of Services. This service offering provides multiple services under a single contact for professional maintenance are unicop of the property commercial, residented, hospitally, healthcare, inclusival sets. Buyers of the property commercial, resident the following sategories must been defined.

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2.	Househooping	Clearing & Senitorion From Desk Management Nati Management Anamer Waste Management force trun hould sare Set by: Waste Management (Healthcare) Launting Services Waste Services (Healthcare) Waste Services (Service (Healthcare) Waste Services (Service (Service (Healthcare) Set Service)) Waste Services (Service (Service (Healthcare) Set Service)) Degradar work of Cural Inspections of phospholipstycethies posters archive, it's man, etc.)
,	Samply Services	Profession Security Profession Security OCTY Control & Operations Wellion Management & Access Control
3	Hameuture Services	Ledring

Ť		- Landersque	ľ
	Services	Service Component	
		Availabing the perfect this getting into on our of the best	
		Attend to the personality general parents Preparing and convering the schema for operations, laboratory, three and other presidences.	
	Fatient Support Services	- Proporing and contrying the selection for appeal ones, libraritary, 3-ray and other investigations - Contring and nonesporting partiers to various world departments in the most fall.	
4	Marchael Branch	Carrying and transporting patients to Across waters departments in the resultant Avoid in the trialities priority of department of the trialities.	
		Assist the nurses of dozen's in diagnostic and treatment supplies Assist the nurses of dozen's in diagnostic and treatment procedures.	
		Avoid in deri tratter of notionments, appliances and cheatings and devoing of possipperative.	
		Woulds	
		- Redailig pointed	
		- Danfession	
		General Deci Control	
		- Modern commu	
		Termite Cortical Spot treatment criting meatment)	
5	Fest Control Service	- Vector control (mosquitos) insecto)	
		Cockmark commit	
		Furrigation	
		Post precting that practing is closure of horse and oracle that may potentially cause pead	
		risatasan) Intention control Surface stellibration)	
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		Fire Righting System	
		- in	
		Destroyed Supply of FOLD	
		- 09 Sets	
		r urs	
7	OKM of Dectrical Work	- ACONTRE	
		- HVAC	
		- Transferment	
Мапре	wer Required: Service pro	olders tall provide manpower basic on payers selection of mangavier profite quantity and skillings. Buyers of this service will have the option to choose the type of	
manpo	wer as per their requirem	ers, for which the following categories have been defined	
*	Type of Manpower Req	uked	
1	Charter / Sweeper		
2	Office Advancant		
22			
3	Receptionist		
4	NaT4ttendant/Bunne		
:5:	Goest house attendant		
	GEGS (MALSO RESESSED).		
4	Porper		
7	Laundry washboys		
199			
8	Scounty Guard		
g	Carcheser		
10	Ward Boys/Sirls		
++	Planter		
22.00	the state of		
12	Electrician		

13	Fire Supervisor
	Type of Manpower Required
1505.0	

14 AC Plant Operator

19 Help Desk Support Executive

16 Others - (Hease Specify)

Consernables, Service provide shall provide consumables such as dearing agains, eap prient, atc. based on surjets adaption of cost to be being by buyer say or provided ny members able by buyer. If care where n consumables are to be provided by buyer or and the cost is to be natived in the constructions, a list of suggestive consumables will be provided by buyer.

Contract Duration: The buyer can only select a minimum contract duration of 1 month and maximum contract duration of 3 years

The provider of such services shall quote a monthly manpower cost inclusive of commission depending on the type of services and manpower as selected by the buyer.

4.1 Service Details and Standards

- 1. Service provider shall abide at all times by the all existing labor enactments and rules made there under, requestions, not factions and bye lows of the State or Central Government or rocal authority and any other later law triculating mixely, requisitions, by laws that may be present or conflication that may be several under any labor law in future or their by the State or the Central Government or the last individently.
- 2. Service provider shall make his own amongaments for the engagement of all staff and labor, local or other, and for their payment, housing, feeding and transport.
- Service provider is responsible to co-and nation and management of delivery of services from AMC vendors supplied Americans, therefore for consisting safety compliance by them. PMC is required to more for the delivery of service and report client in case of non-compliance of safety requirements, managing the delivery of service and report client in case of non-compliance of safety requirements, managing the delivery of service and report client in case of non-compliance of safety requirements, managing the delivery of service and report client in case of non-compliance of safety requirements.
- 1. The management deployed should maintain politie & courtectus behavior lowards the buyer "Misbehavior" and things include out not limited to, consumption of alcohol during or prior to duty, done of alcohol during service frage as defined by user, use of attended in growing their, small attract penalties as per processors of the contract.

4.2 Service Assumptions

- 1. The Service Provider shall not soblet any part of the Contract. The Service Provider may set as an aggregator of manquaver to be provided. However, it is the Service Provider who shall be response to end liable to deliver the services as part the contract.
- 2. The microware provided by this service provider shall not be discussed any oyees of the buyer hance the compliance of the applicable labor laws and acts and other netwant laws will be the service provider provider.
- Service provider shall not deploy any manpower that is alling from any contagious disease.
- 1. Service provider shall verify the character & antecedent of managements be declayed.
- The persons deployed during the course of their workshall perform integrity to the Buyer and shall not disclose? share any qualified documents and information which they are not supposed obtains to Service Provider? third parties.
- 3. Service provider shall indemnify the buyer against all the losses, injuries and any kind of damage arrived due to its activities
- The Euger will in no way be expossible for sociation of laten less and Ast infringer ent of any other late for the time being in finds, either by the manpower provided or by the service provide.
- The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Address based Diametric attendance option at the University permises. The person deployed should be politic, cardiol and efficient while handling the assigned weak and chief actions should promote good will and enhance the image of the Corporation or office concerned. The service Provider and the responsible for any act of indiscipline on the part of the persons deplayed.
- Service Provider and impure that of the relevant Learners (registrations) permissions which may be required for providing the service are walk during the entire period of the contract; failing that act the appropriate period on. The documents relevant in this regard shall be provided by the Service Provider to the Bayer on durand.
- 2. Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management ecc from time to time.

5 Service Provider's Obligation

- 1. Service provides and linearingly level of service required is of the highest professional standard and shall ensure full compliance to the forms and conditions of the contract.
- 2. Service provider shall attend to emergency works in time. No excra payment will be made for working on odd hours for emergency works.
- Service provider will be required to submit list of the marpower being depictive with phase its, address proof, police verification certificate and educational qualifications before deputing the workers. The service provider shall be solely responsible for the creation of a shall fixed be of the service provider.
- 1. The service provider shall provide at his own cost proper on form and badges and photo identity cords to the manpower deployed.
- In an event that, for any reason, the mangower provided change their contact number during the tenure of the contract then service provider will immediately notify the buyer of the above change.
- 3. The service provider shall be responsible for executing compliance with the provisions relaxed to Lubour Law (Central State) and specially Workman Compensation Art. EPF Laws, ESC Laws, Industrials and an Industrial Minimum Wages Laws, Contract Latiour (Neighbern-Mod tion Art) and any other relaxant cases as periodic for execution in future orbing the business of the contract and as may be exhaust from the relations. Do this of compliance of all the explaints in Laws-Model and as with the service and endowed makes when the label in any manner.
- Service Provider shall produce to the Buyer the details of payments of statutory benefits like bonus, leave inelefect. From time to time to its personnel.
- Service Provider shall cover all its personned under the relevant laws of EPF, Labor, ESIC etc. Proof of the same should be submitted by the Service Provider.
- 1. Service Provider shall submit a copy of wages sheet showing monthly wages paid to its personnel.
- 2. Service Provider shall cover its personnel for personal projdent and death whilst performing the duly and the Buyer shall own no liability and obligation in this regard.
- 1. Service Provider shall also provide at its counciest all herselfs statutory or otherwise to its deployed personnel and the titizenshall not have any hability what service on this account.
- Service provider shall ampley only manpower who has completed eighteen years of age and not above 55 years of age
- The Service Provider shall provide the documentary proof for the gual Recoposition and experience of the monoword deployed by them. The biolideral gual Recoposition and experience of the said management abundable contribution to the Service Provider.
- The Service Provider shall not deploy on shall dispositive deploying the personal, if desired by the Buyer and must ensure prompt replacement of the personnel without any additional cost to be Buyer. The personnel being deployed shall ordinarily be continued and should not be changed without written intrinction and school today with Buyer.
- 1. The service Provider would be bound by the conditions with regard to police verification of the deployed staff and their medical fitness.
- Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two patters.
- In an evert that service provider fails to deliver or fails to deriver or fails to carry out tasks as per stredule due to absence of personnel or any other reasons, the Service Provider at his own cost that make attenute arrangement by providing similar margower for which agreement is amend into, without any estra that ges. Full are to do so will evoke employ then buyer shall have right to recove damages as per the providing of the contribut.
- The service provider shall be personally responsible for any that, misconduct and for disobadience on the part of personnel so provided by him.
- The working hours and days of the management line as per the existing applicable unless of the respective Central State Concernment or gentrations. However, they have to work on facilities, it meressary and required together depend on demand of work.

6 Buyer's Obligations

1. The location for reporting shall be provided by the buyer to the service provider.

- 2. Buyer must immediately report to the designated representative of the Service Provider for any problems, complaints, incidents on accidents that occur during the compact including any formula inappropriate behavior/improper uniform by the personnel.
- Buyer shall notify the Service Provider of any dishortest, wrongful or negligent acts or on assorted in spension of its personnet or apents in connection with the services as soon as possible after the buyer. becomes aware of them.
- 1. Buyer may carbulate their requirement of resources based on 6 hours per shift, for example, to hire a security personnel for a monthly at thirty service dayly to offer the services for 24 hours or Solutions, the required number of resources was also dopersonnel for the month.

 2. Price Veriation Clause:

This advisable to include Price Variation Clause in the long term contracts to take care of the increase/demease in prices of a doubling gradients which majorly effect the needlighte of the servicity's area therefore advises to locuse the fine Variation Clause (PAC) in the old document priority ATC for long term contracts. The additional payment, if any, on account of PAC can be done office all such time online functionally is developed on GeN.*

Service Tracking

hadding of services are area quality of service delivery in time bound marrier, effective services adding ridge in an ayeing Service Providers performance as well as Boyer's timely mouts for services and leads to immediate actions against the defaulters if any. Sers or tracking shall be manufacing for the both Suyer and Service Provider, non-tracking of the same may lead be a finer pensity on either per

Logbook

- 1. The service provides shall materials registers and shedders for each entirity and the work cone by each of the personnel shall be recorded on a Joh Clerk, duty signed by the buyer's representation Service provider shall also submit a duly singed comprehensive report every month, desailing the services performed during the month,
- 2. The service provider shall thereafter update the logbook or the GeW portal as per the logopoic process flow.
- Once the service provider updates the logbook on the, the Buyer shall either accept or reject these entities within the presor bed time lime. The buyer will also record the any service nor delivery. non-performance issues, and subsequent condities Relians to take action on logicon entries appeated by service provider shall be deemed as accepted
- 1. The Service Provider can raise amisses against the rejection of any entry by the buyen within prescribed arrefines of such rejection with the designated representative of the Buyen.

7.2 Service Performance and Feedback

- 1. The principal point of contact for the issues arising out of this agreement will be the service provider on a designated representative who shall be any employee of the Service Provider in administrative and manager at agreety and in a position of authority to reso valisaces. You cheks a this service provider shall be solely responsible for maintaining the quality and level of see provided.
- 2. The Service Provider shall maintain a compliant register at the premiers for the complaints by the buyer.

Penalties and Fine

In case of noncompliance of the standards of the services to be provided as perities agreement, the buyer would be as liberty to levy such penalty and certainste the contract as peritie on officions cetal

	Nature of Default	Default Details	Ponalties			Remarks
	Nature of Delaure	Descur Desais	1st instance	2 ^{ki} instance	3 ^(r) Instance	Relians
'n	than deployment of murtpower	Not coplowrant of total management and artist contract as per the calls of joining	Up to 15 days, & 1% genday of the cotal value and beyond 15 days cance laten of contract with cance laten changes & 10% of the order value.		Cancellation of contract with cancellation charges & 10% of the order value.	
2	Failure to active or deficiencies/complaints brought to notice by buyer	Deficiences' complaints not addressed prompty	Penalty of Rs. 500	Penalty of Rs. 2007	Penaky of Rs. 1000/	After 3 rd Instance, the buyer may continue to impose the same penalty as imposed for 3 rd instance
1	If employee a found disclosing any or other to information discusses to the Sender Provider/ any third parties		Cancellation of the contract with cancellation of tripes & 10% of the potential is along with recovery of bosons caused (if any) and larged action against the Service Provider depending on the greatly of the act.			
	If the employee is found responsible for any treft, took of material articles and damages		Immediate payment in actuals, equivalent to the value of the article their? (bed demograf). Replacement or ampleyase within 2 days.	Immediate payment in actuals, acquisition to the value of the article their less than each to their less than each to their control about or control as see ded by the buyer depending name gravity of the act.	Cancellation of the northwole with cancellation charges & 10% of the order value	
t	If the amp types is found responsible for it solved entre? Triconoluci		Warning/councelling of employee as decided by the Buyer opporting on the gravity of the sot.	Warning! on oscilling! Immediate replacement of employee self in 2 days as decided by the flager and Warning to Service Provider depending on the growty of the act.	Cancellation of the portract with carbollation thinges 3 to 3 of the order value.	

Deby in payments of take home remaineration by the forms in payment deposit. Defeat Details or SPS and Dig Code.	its, 100 per day for each Data News aming to Service how derice duposit the said aggregate of plan 7 working	its, 200 per day for each default, hold on all type of payments to Service (hovicer till the said appoint is deposited to instance registrate stakeholders and	Cancellation of the compact with cancellation charges @ Sffarstance need white	Retrarks
employee and employer share!	daye	respective stake-notices and proof of same is submitted to Buyer	2) 40001002 (1) 51 (1) 10	
If the employee is absent or takes leave for more than a days without informing as taking prior approved.	Substitute within 2 days bring which, 35 1 % penday of the sould value pool, dring service see sets of the absence resources up to 15, days. Beyond 15 days, smellbrish of the corrosal, with cancel lation changes set 10% of the order value.	Substitute within 2 days halling which it 3.9 per day of the treat value food, ding sendre tax etc.] of the object resources up to 15 days. Described to boxes, a sense latter of the contract with anneal within sharper (§ 10% of the order value).	Centestission at the contract with cancellation changes & 10% of the order value	
If the employee's found inspared by for adopting like all and to all methods or exercising any compting produce in believe with any third party or officials at the resolutions.		Cancellation of the contract with concellation charges @ 10H of the order value		

- Penalties for a specific month (period shall be capped at 10% of oil generated for that month / period.
- If any SLA is breadfed beyond 3 instances in any billing period, then same shall be treated as a breach of contract and buyer will have full highes to permisse the contract after giving a notice days.

9 Payment Terms

This section provides details about the terms and conditions of payment towards the services, it may also include deduction of payment in case of faulty service.

Some notable points under payment terms are-

9.1 Payment Condition

- 1. The payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer.
- 2. No advance payment shall be made to the Service Provider
- The price quoted shall cover all aspects of service colivery.
- 1. Service Providenshall also deposit EFF and ESI of both employer and emproyee share within 15 (hill beyond the month of payment for the support staff engaged from their account and prefer the to the Buyer Department for reimbursement of employer share only.
- Improyer screen IPF & ES situally deposited in the respective authorities with proof of deposit of both employee and employee chare by the end of the second week of the succeeds Improyee share of IPF and ISI committees and the encovered from the green remained on A before amount into the released to the paradox employee.
- 3. The Service Proxicing Agency shall harnles retrement of amount peld for the month to the persone deployed along with checke number and dark and Bank account from which the payment been made. Service Proxiding agency is to furnish copy of bank statement in support of amount, paid as and when required by Buyer Departments.
- The Service Provider shall be despote the first timely payment of take harre-removement on to be supporting staff and deports of EPE and PSI(test) employer and employer share), falling while peralty will be deducted.
- The Service Provider shall supmit before the Buyer Department, one copy of the return within 7 days from the slote of filing of monthly / quarterly + half-yearly + annual return if any before the and CSI surfror has
- 1. The payment to the service through will be made on monthly and quarterly basis, depending upon the actual duration of the services rendered as per order.
- 2. Any electron of commental abilipations by the Service Providentemplaces shall among penalties as mentioned against each obligation. The Service Provider confirms and agrees that penalty whenever becomes payable, the same shall be deducted by the Lace department from the payments due to the Service Provider.
- 3. All applicable taxes and duties except GST, shall be payable by the Service Provider and the Buyer shall not encertain any claims whorsoever with respect to the same. The Service Provider shall not encertain any claims whorsoever with respect to the same. The Service Provider sh pay the GST and the price quoted is inclusive.
- . The Service Provider shall ensure payment requisity for the deployed manpower to their entitlements like monthly salaries/wages etc. and submit the documentary proof of the salary paid as the terms and conditions of the control. Bit for the subsequent month will be paid only after submission of certificate of discursement of wages of previous month.

 In case of any changes in the minimum wages as per the Apphaela Laws during the Domast period, theyor of all payons Service Trouble the difference in wage from the anisonal mentiones.
- the contract on ordinate basis.
- The cost of the Companished be wild for initial contract period. No poke explaining, other than minimum wages revision, shall be entendined by the fluyer during the period.

9.2 Payment Cycle

- 1. Payment shall be made once the Service Provider submits the invoice for the same as per the prescribed process flow.
- 2. The Buyer shall make the payment within presor bed time inesias per the payment process flow upon submission of invoke, logbook and service feedback.

9.3 Payment Process

- 1. Payment shall be made only after supmission of invenes, legislock service feedback, non-submission of the same may lead to delay deduction in payment.
- 2. All the penalties/fine/interest () applicable) will be settled before making the payments, service Provider shall not have any objection on the same
- Regiment will be made through bank transfer only in no croumstance such/ chaque payment will be made.

Formula – Total area in sq. ft*Rate per Sqt. per month*thic, of months within the contract period

10 Amendment of Contract

During sension delivery period some conditions may occur when the Buyer and/or Service Provider may require to around the Agreement, some of such conditions may be as followed-

- 1. Amendment of the Contract after event of Force Majewic thickse of occurrence of any exceptional events circumstance which has affected either party of recity to perform the agreed service appearant can be amended. However, cause, existence and nature of such effect and be notified to the other party.
- 2. Amendment in statisticity well where All statisticity variations leading to increase in the cost of the contract will be defined to the buyer accounts
- Whomas of the Contract as per horn pasted conserv. View along of the Contract shall be conserved in the Contract as per multiple conserved from parties, no party shall be made habie to guyl get any compensation.

agreement amendment. The variation in the contract can be through the following movever, the variation put together shall not reduce or exceed 25% of contract value:

- Increase or decrease in the manpower requirement or services to be growded
 Increase or decrease in duration of contract:

11 Termination of Contract

The Agreement shall be come to an end either on completion of the Contract Pedod or shall be re-minated for the following reasons:

- 1. Muttow's property. The contract may be be ministed by seed on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any penalties or not be falle for any extra payments other than payment of invokes raised till the time of samination including notice period.
- 2. Treach of conversion obligations: Any incidents conditioned as the boach of contract will result in immediate termination of sending. The Buyer dual have the right to terminate the Committee of the Committee effective immediately by giving written mode in the Service Emission Rimbe Service and the Description of this Contract where that breach is not capable of remoty, or Pill Sendoe Provider breaches any provision of this Contract and falls to remedy the breach within 14 days after receiving notice requiring it to do so.
- . Breach of StAin The contract may also be terminated if 6 the cumulative penalties may to 10% of the contract value if properties for its DA beyond 3 instances as per buser discretion.

towever, termination of this Contract shall not affect any accroed rights or remedies of either party.

करितिक अध्यक्षक डेटएरस्काकेन्द्र स्वकेदम (Additional Required Data/Documentis) : Buver

- 1. Details of the premise : chck here
- 2. Scope of work talks here

परिचित्र प्रेटान्ट्यानेल् : निर्देश [Additional Data/Document(s) : Seller

- Certificate (Requested in ATC) : dick here
- Additional Disc 1 (Requested in ATC): <u>click here</u>
 Catalogue For Outcome (area) Based Services: <u>click here</u>
- 4. Annual Tumover And Profit Requirement : dick here
- Minimum Years Lip To Shears) of Experience Industries
 Minimum Years Lip To Shears) of Experience Industries
 The Bedder Shall be An Indian Proprietary First, Partnership Firm Or Company Registered Under Respective Acts): <u>data here</u>
- 7. Geographic Presence: <u>List here</u> B. Authorization Letter From Original Equipment Manufacturer (com): <u>disk here</u>
- 10. Please Upland Experience Certificate Which Are Mentioned As Mandatory By Buyer: <u>cick liero</u>

ईपीबीबी विकरण | ePBG Detail

Herisoni lia Advisory Bank:	State Bank of India	
Stillfull stiffstn (%) ePBG Percentage(%):	3.50	

कोती काफो नहीं को कोती के लिंग्डों और कहीं के अनुसार तरणु ईमिनीकी सरहार करना होता | the backler shall furnish or box as applicable as per bad's terms and consistents

िस्म और शर्ते। Terms and Conditions

- . General Terms and Conditions
- 1.1 This contract is governed by the General Terms and Conditions, conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, desailed in the schedule above in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (GTC) and/or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 1.3 All Gall Sellers / Serecic Providers are mandated to ensure compilance with all the applicating least acts / rules including but not limited to all Labour Laws such as The Minimum Was 1948, The Payment of Wages Act, 1956, The Payment of Borus Act, 1965, The Depail Remomeration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per Geld Contract
- 2. Buyer Added Bid Specific Terms and Conditions-

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 75 percent as the time of leave of the contract. However, once the contract quantity or contract duration can only be increased up to 25 percent. Biddlers are bound to accept the revised quantity or duration

Bidder Branckel standing: The hidder should not be under liquidation, court receivership or similar proceedings, should not be banknupt. Bidder to upload undersking to this effect with bid

2.3 Payment

PAYMENT OF SALARES AND WALLES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongeth all statutory documents like, PE, ESC etc. as well as the bank statement of payment done to staff.

Bidders can also submit the EMD with Payment online through HTGS / internet banking in Beneficiary name

REGIONAL AYURVEDA RESEARCH INSTITUTE

Account No. 10570291302

IFSC Code SBIN0000941

Bank Name

STATE BANK OF INDIA

Branch address

TRIVANDRUM MAIN BARANCH

lidder in indicate hid number and name of bidding entity in the transaction details field at the time of on-line transier. Ridder has to upliced scanned copy / proof of the Online Payment Transfer

अनुबंध|Contract



कनुमंध बन्नांक|Contract No; GEMC-511687745959032 अनुनंप तिथि | Contract Generated Date : 25 Sep 2025 बोली/कारव/पीकीची संख्या| Bid/RA/PBP No.: <u>CEM/2025/B/6620468</u>

संगठन विषया | Organisation Details

Sex Type : deex Ministry : Central Autonomous Ministry of Ayusin

Central Council for Respection Ayuneactic Sciences MATI Department: Control for Separch in Agreeott Sciences' 472-171-78] Organization Nation Control Council for Research in Agreeott Sciences, Resident

arrien de Office Zone Thomsenentheputern खरीबार जिल्ला | Buyer Details UDC:

ter Designation. dwk/der/Contact No. ...

\$48 orth time to sykindris@coachichi

र्वकृतिकास्य व्हरासः Regional Agunsacia Research Institute for Lifestyle Related

Disorders, Opposite Sacrewed Mendapart, Postappura, Thinoversoftsparam - 055012, Kerela,

em] Address : Thiruvarianthapuram, KBRALA-695012, India

वित्तीय स्वीकृति क्रिएण| Financial Approval Detail

आईरक्षये सञ्जलि|TFD Concurrence : प्रमाणिक अनुगोल का प्रश्नमा|

Research Officer in Change Designation of Administrative Approval. विवीध अपूर्णका का स्तरमा।

Designation of Financial Approval :

Research Officer in Charge:

भुगतान प्राधिकरण विकरण | Paying Authority Details

Rose PAD भूगतान का तरीका। Office Payment Mode:

er besgration. gin rest Emai 10 :

tra Address

pactions i killingumbuyerin. श्रीहादेशक्ता GSTIN : 32A4A0R0224G12W

Regional Ayumeda Research Institute for Lifestyle Related Disorders, Opposite Sansawai Mandepart, Foojappura, Thinnwatanthaparam - 095012, Kerala

Thinnastanthapuram, KCRALA-GS5012, India

पर्वेषिती विवरण|Consignee Details

mm. S.No	पोब्दी नगरे पान् Consigner Name & Address	रोबर निगरण Service Description	
40	distriptions of the Continue o	Facility Managerram, Service - Guscome Bused	

रोगा प्रदाता विवरण | Service Provider Details

nim filden ansid | Gelik Seker 10 | 60.07190000756525

अपनी का माण्डि Company Name : संपर्क तेपर (Contact No. . WANGUARD FORCE PRIVATE LIMITED 03589003300

ster wäßifbnet iD:

Roch (Promptierd Direction)
017 ALLIN KARA HOUSE WAS LANE THRISK AKARA THRISK AKARA ERMANULAN. ua Address Ernekulerri, KERALA-582021, -

एक्स्स्ट्रेड पर्वेशनम् संस्था MSMF Registration number :

vilgarbanges (GSTD):

U0399N-10 -02-00021:00 DAMECY (35) (20 (R), (S), (S), (S), 33A/ROOTS/3/1/28 (S), (S)

वर्षक प्राप्त कार्यकी प्रमाणान्व मिर्वेद (MSNE Sarus as vented Vention try buryer : एनएर्ड पानविक रुपी। MSE Social Category : पुराहाई जिंग केमी MSE Conder. CHEIS

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा| GST / Tax invoice to be raised in the name of - Buyer

सेवा विवरण | Service Details

सेवा प्रारंभ दिशंक (नवीमात्रम) | Service Start Date (latest by): 01-Oct-2025

रोवा समाप्ति विचि|Service End Date : 30-Sep-2026

भेगी नाम| Category Name : Facility Management Service - Outcome Based

बितिग यह Billing Cycle: monthly	ian as journe Cycle: montrey				
	Minn Description	Total area in sq. ft	Rate per Sqft, per month		
Type of Premises	Restorate				
Type of services required	Security Services	-5			
Cost for Consumables/ Materials	Consumption to be provided by service provider (inclusive incontram cost)	93,186	3.00		
Service component	Physical Security Persong management Visitor management Access Control and CCTV Control				
No. of months within the contract period	12	1			

ges diff(tgs) [Total Amount (Formula) :

i. Total area in sq. ft.ºRate per Sq.	t, permonth No. of months within the contract period
---------------------------------------	--

ऐडमॉन के मिरा मुख मुख्य Total Valce without Addona(INN)	3477/01/32
कुल कुल्लीन पुरान Total Addon Value (1915)	n
देश्योत सहित कुल पुरूष (Tacal Value Including Addons(INR)	3477704.52

तथी कुछ और तर्वे बॉक्टी कुछ अनुसंध कुछ (Bina Commen Value Including All Duries and Tasse(INE)

3477701.52

एक्एलए लिक्टम | SLA Details

Service Level Agreement for Facility Management Services

Agreement Overview

This Agriculture represents a Section Love Agriculture (SLAT or Agriculture) between the buyer and Sactory Management Sendor (SMS) Service provider. The purpose of this agriculture implementation of tablity management sendors which buyers premises or industrial properties designated by August This Agriculture in state of work buyers delignates special terms and condition restricted exhibit delignations of sendors for mutual indication of this problement in value and of the properties of sendors for mutual indications whichever is sendor unless other accordance to the properties of the properties of

The Services contracts placed through Gelvi shall be governed by following set of Terms and Conditions:

- 1. General terms and conditions for Services;
- 2. Service Specific STC of the Services comments shall include the service level agreement (SLA) for the service;
- 3. BID / Neverse Auction specific ATC.

The above terms and conditions are in reverse order of precedence to, ATC supercedes Service specific SEC which supercedes Till, wherever there are any conflicting previous, the above set of terms and conditions along withinstape of work and service and specific hand agreement as enumer and in the personant as the personant as

2 Objectives and Goals

The objective of it is agreement is to ensure that of the commitments and objectives are in placete ensure consistent debeny of versions to buyer by service provider. The goals of this agreement are to

- 1. Provide clear reference to service ownership, accountability, roles and responsibilities of both parties
- 2. Present a clear, condier and mass inable description of services offered to the buyer.
- Exhabitish terms and conditions for all the myobad stateholders, it are moudes the addens to be taken in case of failure to comply with conditions specified.
- 1. To ensure that both the parties orderstand the consequences in case of termination of services due to any of the stated reasons

The agreement will act as a reference document that born the parties have understood the above ment oned terms and conditions and have agreed to comply by the same. The agreement can also be revised modified on manual consent of the sakeholdurs.

3 Parties to the Agreement

the main stakeholders associated with this agreement are below-

- 1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed
- Service Provider Service provider is responsible to provide all the required services in timely manners, Service provider may also include solder, any authorized agency, essentials and norm news as distributed in the happenenes.

The responsibilities and direptions of the state orders have been nutined in this columnit. The document also are provide level penalties in this in the artificial control and for a superior of the state of the superior of the same before olympic the document.

4 Scope of Services

This service deals with hiding of trollity management services which encompasses all within es related to keeping a complex operating with all its infrastructural and maintenance related metallicines. This service includes militate disciplines to ensure functionally, confirm states and efficiency of the built environment by integrating sergie, place, process and sechandagy. It is placely includes a wind range of function and support services such as housekeeping, security, property or building management, tasks engineering services, multipart messenger services, records management, safety and other support dealess.

Type of Modes This service offering can be availed tooks three modes namely (improposer, it is utome fares) based and (iii) hydric which is so mishation of both mancower and outcomes. The services need to be provided basis the model selected.

- Manpower trased model. Service provider will deploy manpower for rendering selected services as per the roles/ manpower profiles as ected by buyer.
- Custome (a set based model, service provider will deploy marpower base in a sometodeporting on the information of promises and service selected by buyer. Buyer may mariter the minimum absence may provide for a service.
- Hyarid model: Service provide meets approxide some versions or merperser-based model with some on concurrency as each depending on the selection of buyer during bid.

Types of Services. This service of the regions designably services under a single contest for project onsul memoriests and upbeep of the property parameters, residential, heap takey, the although including to it, supposed this service will have the update to phone the type of service and service companients as perithen requirement, for which the following categories have been defined:

٠	Services	Service Component
12.	Housekezping	Cleaning & Sentission From Dess Management Med Management (softer from health care facility) Wesser Management (softer from health care facility) Wesser Management (readthcare) Laundin Sentines Work Facilities Sentines (Healthcare) Work Facilities Sentines (Healthcare) Work Facilities Sentines (other than the literate facility) Regular sents of Clean I mused Timorial disriptiology (south as porter sentines, Elitman, etc.)
,	Security Sentines	Hysical Security Pathing Management. CCTV Control & Operations Visitor Management & Access Control
3	Horticulture Seleccia	- Santering Landwape

	Services	Service Component Assume one patient in genting and or out of the bed
		Altendicative personal hydrene of polients
		Proposing and corrying the paramits for operations, laborators, X-ray and other invast gardens.
	Retient Support Services	
4		Assist in monitoring steeds of lines and non-mod carsupplies
		Assist the nurses or coutors in diagnostic and counting to procedures.
		Assist in stee learnin of incomments, appliances and dressings are cleasing of postoperative.
		Wunds
		- Seding control
		- Danfezzion
		Service Control
		Redem compat
		Termite Control (Spot: eatment/ criting treatment)
5	Pest Control Service	Ventre control (maga-bost Interes)
		Continues to control
		Numication .
		Part procling (Peut prouting is closure of holes and cracks that may potentially cause peut
		mission)
		Intention current (Surface sterilization)
		Number
		Water Supply
6	GEM Mechanical	Puncs
		- The hypting System
		- an
		United Supply of HIVLI
		- D55es
7	GRM of Dectrical Work	UPS ACCOLLEGE
		: fwi: Tandomes
200		
		eder shall provide manpower based on buyer's selection of manpower profile, quantity and skill level. Buyers of this service will have the option to chaose the type of art, for winch the following categories have been defined;
1	Type of Manpower Req	uren
i	Cleaner / Sweeper	
	200	
2	Office Attendant	
3	Receptionist	
- 16	Net Attendant/ Runner	
	ALL ATTROCHED SURFE	
5	Suest house amendant	
10	Porter	
ь	Parter	
7	Laundry with boys	
6	Security Good	
	The state of the s	
9	Lardoner	
10	Ward Bays/Girls	
	A STATE OF THE STA	
11.	Plantar	
12	Electric an	
14		

- Fire Supervisor
 Type of Margazwer Beguined:
- AC Hant Operator
- Help Desk Support Executive
- Others Hease specify

Consumables Service provider shall provide consumables such as clearing agents, equipment, etc. based on buyer's election of cord to be borne by buyer's render provided neimburnable by buyer. In case wherein consumables are no be provided by sendoe provided and one cost is to be included in the contract cost, a list of suggestive consumables will be provided by buyer.

Contract Buration: The bines can only select a minimum contract duration of 1 month and maximum contract duration of 3 years

The provider of such services shall quote a monthly manpower cost inclusive of commission depending on the type of services and manpower as selected by the buyer.

Service Details and Standards

- 1. Service provider shall abide at all times by the all existing labor enurances and rules made there under, regulations, notifications and bye laws of the State or Cerebal Severament or local authority and any other labor lawrindusting rules), regulations, by a law other than a single control of the state of the
- 3. Service provider shall make his own arrangements for the engagement of all shall and labor, local or other, and for their payment, bousing, reeding and transport
- Service provides a responsible for to and avoid and management of delivery of services from AMC words strauppier stransferors for ensuring safety compliance by them. FAC is required to monitor the defivery of service and report client in case of non-compliance of selety requirements immediately
- The manpower deployed should maintain packe & counted to be had a rowards the buyer. "No behavior" which may include, but not timed it, consumption of a robal curing or prior to duty. daniel of duty during service hours as defined by user, use of abusive language, that, shall attract penalties as per provisions of the contract.

4.2 Service Assumptions

- 1. The Service Provider shall not sub-ick any part of the Conduct. The Service Provider may act as an aggregator of menouver to be provided. However, it is the Service Provider who shall be reapprecise and habe to deliver the services as per the portract.
- 2. The manpower provided by the service provider shall not be deemed employees or the buyer hands the compliance of the applicable labor laws and acts and other relevant laws will be the sol responsibility of the service arminer.
- Service provider shall not deploy any manpower that is alling from any contagious disease.
- 1. Service provider shall verify the character & antecedent of manopaset to be declayed.
- 2. The persons deployed during the course of their workshall perform integrity to the eager and shall not discloser share any qualified documents and information which they are not supposed divulge to Service Provider/ third parties
- 3. Service provider shall indemnify the curyer against all the kases, injuries and any kind of demage arrived due to its activities
- The bayer will in no way be negarable for wolds on all labor laws and we infingement of any other law for the time being in force, either by the marginore provided or by the exists provided.
- The attendance of the employees will be entered in the recider provided by the Service Provider and/or in the Auditor based Biometric attendance system at the Buyer's premises. The person deployed strouglibe polite, corolla, and efficient while handing the assigned work and their address should promote good will and enhance the image of the Corporation or office contented. The Service Provider shall be responsible for any act of indiacioline on the part of the persons deployed.
- Service Provider shall ensure that all the relevant icenses / registrations / permissions which may be required for providing the services are valid during the emine period of the contract; fallings shall attract the appropriate paracters. The decuments relevant in this regard shall be provided by the Service Provider to the Bayer on command.
- 3. Service Provider shall be required to keep the Bayer updated about the change of adorsos, change of the Management etc. from time to time.

5 Service Provider's Obligation

- Service provider shall ensure the level of service required is of the highest professional standard and shall ensure full compilance to the testins and conditions of the contract.
- 2. Service provider shall attend to emergency works in time. No extra payment will be made for working on odd hours for emergency works.
- Service provider will be required to submit fix of the mangower being decloyed with photo (i), address proof, on ice verification conflicts and educational qualifications before deputing the workers. The service provider shall be solely responsible for the credentials? acts of his staff //worker.
- 1. The service provider shall provide at his own sest proper uniform and badges and photol destity cares to the mangower duployed.
- 2. In an even, that for any reason, the management provided change than contact number during the terminal their contract their service provider self-immediately notify the baser of the above
- 3. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law (Cert al/State) and specially Workman Compensation Act, EPF Laws, ESC Laws, Inc. tax laws and Minimum wages Laws. Compact Labour (regulations Abolt on Agt) and any other relevant access as applicable at present or in floureduring the tenure of the contract and as may be enforced from time to time. Once of complement of the applicable Laws As in Makes and his expressions the conty and the buyer with notice factor in any manner.
- Service Provider shall produce to the Bayer the details of payments of statutory benefits the borns, have, relief etc. from time to time to its personnel.
- Service Provide shall cover all to personnel under the relevant laws of 8% Lapter, ESK etc. Proof of the same should be admitted by the Service Provider.
- Service Provider shall solute a copy of wages sheet showing monthly wages paid to its personnel.
- J. Service Provider shall cover in personnel for personal accident and death which performing the duty and the Buyer thall own no lability and obligation in this regard.
- 3. Service Provider shall also provide at its own tost all benefits statutory or otherwise to its dealoyed personnel and the Buyer shall not thave any lighting whatsoever on this account,
- Service provider shall employ only manpower who has completed eighteen years of age and not above 65 years of age
- The Service Provider shall provide the documentary proof for the qualifications and expenience of the mangower deployed by them. The broidsta, qualification and expenience of the said man power should be certified by the Service Provider.
- The Service Provider shall not display or shall discontinue deplaying the personnial. If desired by the Buryer and must ensure groups replacement of the personnel without any additional cost to the Fuger. The personnel being deployed shall ordinarily be continued and should not be changed without written intimetion and consultation with Buyer
- 1. The Service Provider would be bound by the conditions with regard to police we first on of the deployed scattland their medical filmess
- Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties
- In an event that service provider talls to deliver or falls to carry out tasks as per schedule due to absence of personnel or any other reasons, the Fervice Provider at his own atternate a rangement by providing similar management for which agreement is entered into, without any extra charges. Failure to do so will avoid penalty their buyer shall have right to recover dan ages as por the provisions of the contract.
- The service provider shall be personnelly responsible for any thell, misconduct and for obadied ence on the part of personnel so provided by him.
- The wording hours and days of the management be as per the existing applicable rules of the respective Central State Government organizations. However, they have to work on holdays, if increasing and required based on demand of work.

6 Buyer's Obligations

1. The location for reporting shall be provided by the buyer to the service provider.

- Sugar must immediately report to the designated representative of the Service Provider for any problems, complaints, indidents or accidents that occur during the contract including any formfol inappropriate behavior immegration may be personned.
- Buyer shall notify the Service Provide of any dishonest wrongful or negligent acts or omissions of its personne or agents in correction with the Services as soon as possible after the buyer bookings away of them.
- Daysoning substitute their requirement of resources based on 4 hours per shift. For example, to three assumity personnel for a month (activity service days) to offer the services for 24 hours on 3-shift credy, the required number of createness would be 90 personnel for the month.
- 2. Price Variation Clause:

It is advisable to include Price Variation Quize in the long term contracts to take care of the increase/decrease in prices of various ingredients which majorly effect the overall price of discerning buyers are therefore advised to include the Price Windson Glassify VQ in the bid decument through AFC for long term contracts. The additional payment, if any, on account of PVC can be done offline till each term contracts. The additional payment, if any, on account of PVC can be done offline till each term contracts.

7 Service Tracking

Tracking of services ensures quarity of service delivery in time bound manner, effective service acrossing nelpoin analysing Service Provideds performance as well as Buyer's timely inputs for services and leads to immediate bottons against the defaulters if any. Service making that he mandatory for one both Buyer and Service Provided non-tracking of the same may lead to a fine penalty on either party.

7.1 Logbook

- The service provider shall relate the properties and check its for each activity and the work done by each of the personnel shall be recorded on a jet-Care, duly signed by the buyer's representative service provides that lake submit a duly angula comprehensive report every month, dataling the services per formed during the month.
- 2. The service provider shall thereafter update the logbook on the GeM portal as per the logbook process flow
- Once the service provider updates the logbook online, the Buyer shall either accept or reject these exists within the prescribed time time. The buyer will also record the any nervice non-cell very non-performance issues, and subsequent penalties failure to take action on logbook entries updated by service provider shall be deemed as accepted.
- 1. The Service Provider cannote an issue against the rejection of any entry by the buyer within prescribed timelines of such rejection with the designated representative of the Buyer.

7.2 Service Performance and Feedback

- The principal point of consect for the Esses at ising out of this agreement will be the service provider on a designated representative who shall be any employee of the Service Provider in administrative and managerial capacity and in a position of authority to resolve issues, from the basis, the service provider shall be soldy responsible for maintaining the quality and level of service deal.
- 2. The Service Provider shall assimal nationaplians register at the premises for the complaints by the buyer

8 Penalties and Fine

in case of noncompliance of the stampards of the services to be provided as per this agreement, the buyer would be at fiberty to key such persity and terminate the contract as per the conditions out below:

	Keture of Default	Default Details				Demarks
			Ist Instance	2 nd instance	3 rd instance	
1	is on displayment of management	Non-deployment of total management mendioned in the contract as per the date of joining	Up to 15 days. S1 to per day of the total value and beyond 15 days conto lation of contract with cance lation changes & 10% of the proceedure.	Op to 15 days, N2 8 per day of the total value and beyond 15 days cancellation of continue with cancellation changes & 15% of the proof value	Cancellation of contract with convenience of the order value.	
2	Latury to address deficiencies' complaints brought to notice by buyer	Deficiencies/complaints not addressed promptly	Penalty of Fa. 500/-	Penalty of St. 1000-	Penalty of St. 10004	After 3 rd instance, the buyer may continue to impose the same peopley as imposed for 3 rd instan
9	If employee is found thickening any confidential information columns to the Service Provider any thruly parties.		Cancellation of the contract with correlation charges \$10% of the order value above with recovery of large cancel of implant legal action against the Service Provider depending on the gravity of the act			
4	If the employee is found responsible for any their, less of materials anticles and damages.		Immediate payment in emists, equipment to the callus of the article their/ laced admiged. Booksament of employee within 2 days.	Immediate payment in actuals, equivalent to the value of the sent to the V bird demander. Replacement of employee within 2 days? consolve on all contract, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract, with carculation thingss 3-10% of the order value.	
5	If the employed is found responsible for the school enter meson dust		Westing' counseling of employee as decided by the Buyer decembing on the gravity of the act	Warning/courseling/ Immediate replacement of employer within 2 caps as- decided by the Buyer and Warning to service Provider depending on the gravity of the oct.	Cancellation of the contract with an reliation changes 2: 10% of the order value	

Belay in payments of take home remuneration by the jumpe of fielbulk. Service Provider and deposit. of EPF and EX (both employee and employer

Rs 100 per day for each Rs 200 per day for each default.

REPORT Naming to Server hold or all type of payments to Cancellador of the contract Provider to deposit mesald. Service Provider till the said. with cancellation charges & on contract in 7 womens against is deposited to 2 motioned or solutions and proof of same is submitted to

with cancellation charges & 169 of the order value

takes kurve for more than 2. days without informing or taking oner approval.

shares

Substitute within 2 days stalling within 2 days falling within 3 1 K periody of the most value (seed and within 2 days falling within 12 days falling within 12

If the employee is found responsible for adopting Degaland foul methods on exercising any comupt practice in on lusion with any third party or officials at the

Immediate replacement within 2 days/cancel alter.

of the contract with consideration of the contract with consideration damping & 16%, cancel attain charges & 16% of as seed ded by the buyer—the order value depending pointing growing of the contract with contrac

the act.

workplace

- Pervisites for a specific month / period shall be capped at 10% of hill generated for that month / period.
- Plany 5.2 is breached beyond 3 inscarces in any billing period, then same shall be treated as a breach of contract and buyer will have 1.4 digits no terminate the contract after giving a notice of

Payment Terms

This section provides details about the terms and conditions of payment towards the services it may also include deduction of payment in case of faulty service,

Some notable points under payment terms are

9.1 Payment Condition

- 1. The payment shall be made as per the financial quateo submitted by the Service Provider and eccepted by the Service.
- 2. No advance payment shall be made to the Service Provider
- Treprice ducted shalf cover all aspects of service delivery.
- 1. Service Provider shall also deposit EPF and ESI of both employer and employee where within 15 th day of the month of payment for the support shalf empaged from their account and prefer to the Buyer Department for nemounement of employer share only.

 Employers name of EPEA FV actually deposited to the respective numbridies with post of deposit of both employer and employer share by the end of the second week of the succeeding on
- Employer share of RFF and PS combilition shall be recovered from the gross remainstation & behave around a strong relative discovering expension and the person declayed along with cheque number and date and flank account from which the payment been made. Service Providing agency is to burnish copy of hone manement in support of amount paid as and when required by Buger Departments.
- he Service Provider shall be responsible for time y payment of large-nome remuneration to the supporting shall and deposit of 6.9 and 65 (both employee and employee share), failing which penety will be deducted
- The Service Provides and submit before the Sugar Department, one copy of the column within 7 days from the date of filing of recently? (quarterly shall year,) account on the style for the column of the style of the style of the column of the style of the column of the style and ESI authorities.
- The payment as the Service Provider will be made or morthly and quantury basis, appending upon the actual duration of the service mode of as periodor.
 Any votation of contractual obligations by the Service Provider temptops of shall attract penalties as mentioned against each obligation. The Service Provider and Egress that penalty is a mentioned against each obligation. The Service Provider and Egress that penalty. whenever becomes possible, the same shall be deducted by the user describing from the powers to due to the sames it wider.
- 3. All applicable taxes and duties except GST, shall be papable by the Service Provider and the Buyer shall not encertain any claims whatevers with respect to the same. The Service Provider and the Buyer shall pay the GST and the price quoted is inclusive.
- The Service Provider shall ensure payment requirity for the deplayed manpower to their entitlements like monthly satisfies/wages etc. and submit the documentary proof of the satisfy paid as po the terms and conditions of the contract. Bit for the subsequent menth will be easid only after submission of certificate of discursement, of wages of previous menth.

 It make of any changes in the minimum wages as per the Applicable based using the Contract period. Buyer shall pay the service Howder the difference in wage from the amount minitioner.
- the contract on preirata basis.
- The cost of the Contract shall be calle for initial contract period. No price excitation other than minimum wages revision, shall be entertained by the Buyer during the period.

9.2 Payment Cycle

- 1. Payment shall be made once the Service Provider submits the invoke for the same as per the prescribed process flow.
- 2. The Buyer shall make the gryment within prestribed timelines as per the payment protest flow upon submission of invoice, logbook and service feedback.

- 1. Payment shall be made only after sucression of invision, keybook, service feedback, consubmission of the seria may lead to calley/ deduction in payment.
- 2. All the parallers' fine' interest (if applicable) will be settled before making the payments. Service Provider shall not have any objection on the same
- Payment will be made through bank transfer only in no circumstance cash disease payment will be made.

Payment Calculation would be as below:

Formula = Total area in sq. ft*Rate per Sqt. per month*No. of months within the contact period

10 Amendment of Contract

During service delivery period some conditions may occar when the Buyer and/or Service Provider may recoins to amend the Agreement, some of such conditions may be as followed-

- 1. Amendment of the Contract after execut of Since Mejeure. In case of occurrence of any exceptional execut discurrence which has affected either party directly to perform the agreed screeces. agreement can be attended. However, cause, by dence and nature of such effect shall be notified to the other party.
- 2. Assentitiven in standary variations: All statutory variations leading to increase in the cost of the common will be debited to the buyer accounts.
- Detailed of the Common as per both profiled consent. Varieties on dittle Contract shall be done as per musual consent of both parties; no party shall be made liable to payl get any compensation.

agreement amenament. The variation in the contract can be through the following. Nowever, the variation out together shall not reduce by exceed 25% of contract value.

- Increase or decrease in the margower requirement or services to be provided
 Increase or decrease in duration of control

11 Termination of Contract

he Agreement shall be come to an epole ther on completion of the Contract Period or shall be terminated for the following reasons:

- 1. Abstract consent: The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not either large penalties on rio; be liable for any solns payments other than payment of thickes raised fill the time of sermination including notice period.
- 2. Present of commembal obligations: Proj. incidence considered as the breach of commercial will result in immediate termination of services. The Suyer shall have the right to be minute the Comme effective immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract, where that preach is not capable of remedy, or if the Service Provider breaches any provision of this Compact and fails to remody the breach within 14 days after race wing notice requiring it to do so.
- . Exercit of SLAs: The contract may also be terminated if it the committee penalties rise to 10% of the contract value it repeated breach of any SLA beyond 3 instances as per cuyer discretion.

However, termination of this Common shall not affect any accrued rights or remedies of either party.

ৰবিনিজ ৰাজস্কত উপ্ৰেক্তাৰ্কত: জনিজ্ঞা Additional Required Data/Document(s) : Buyer

- 1. Betails of the premise :rikk here
- 2. Scope of work office here

अभिनेत्रम देरापदकावेच : विकेशा Additional Data/Documentist : Seller

- 1. Certificate (Requested in ATC) : chik her
- 2. Additional Doc 1 (Requested in ATC) : click here
- Catalogue For Outcome Jareal Based Services : cick here
- 4. Annual Turnover And Profit Requirement : dick here
- Minimum Years (up To 5 Years) Of Experience In Related Fields: <u>clock here</u>
 The Bidder Shall Be An Indian Proprietary from Partnership from Or Company Registered Under Respective Actions <u>clock here</u>
- 7. Geographic Presence : <u>dick bere</u> B. Authorization Letter From Original Equipment Manufacturer (pem) : <u>click here</u>
- 5. Total Experience In Froviding Facility Management Services To Government Departments, Public Sector Companies, And Government Autonomous Organizations: <a href="https://dischorg.doi.org/10.1001/j.com/doi.org/10.1001/j

इंपीबीजी विकरण | ePBG Detail

	esergent file Advisory Bank :	State Sens of Toda
١	(child (file) (file) as BC Percentage(file)	3,00

લેવી તમારે અને એ લેવી કે નિષ્કર્ય औર પર્યો કે બનુલા તાલું ડેવે લેવી પ્રસ્તુત કરવા કેલા (The bidder shall furnish ePBS as applicable as per bid's terms and conditions

निराम और गर्ते (Terms and Conditions

- 1. General Terms and Conditions-
- 1.1 This contract is governed by the General Terms and Conditions, conditions stipulated to this Product/Service as provided in the Marbetplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unitiess otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/or BID/Reverse Auction Additional Terms and Conditions VTC, as applicable
- 1.3 All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / roles including but not limited to all Labour Laws such as The Winimum Wages Act, 1946, The Payment of Wagan Act, 1936, The Payment of Borson Act, 1966. The Equal Remomentation Act, 1976, The Payment of Continity Act, 1972 etc. Any non-compliance well be treated as bread of contract and flavor may take suitable actions as per GeM Contract.
- 2. Buyer Added Bid Specific Terms and Conditions

OFTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is asseed, contract nation can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or durate

Belder financial standing: The belder should not be under liquicablon, court receivership or similar proceedings, should not be bankrupt. Belder to upload undertaking to this effect with bid.

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Companies. GOCUMENTARY ENDINCE TO BE SUBMITTED.

2.4 Service & Support

Decikated (tol) Free Telephone No. for Service Support: (IIDDDR/OCM must have Decikated tol) Free Telephone No. for Service Support.

flidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the flid document, ATC and Corrigendum if any.

PAYMENT OF SALARIES AND WINGES. Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location lifestive, on their own and then claim payment from Buyer alonowith all statutory documents like. PF, ESIC etc. as well as the bank statement of payment done to staff.

2.7 Fast Project Experience:

Proof for Past Experience and Project Experience classe: For fulfilling the experience criteria any one of the following documents may be considered as varied proof for meeting the experience criteria. Contract copy along with invocess, with self-confidence by them with contract values. Any other document in support of contract seasoution like third Party Inspection release note, std. Proof for Not Experience and Project Experience clause: for fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria. Contract copy along with Insolated with self-certification by the bidder that service/supplies against the invoices have been executed b. Execution certificate by client with contract value c. Any other document in support of contract execution like Third Party Inspection release note, etc.

2.6 Bayer Added Gld Specific ATC:

Buyer uploaded ATC document Click here to view the file.

अनुबंध | Contract



अनुर्देध क्रमांक|Contract No: GEMC-511697779335484 segen মিশি) Contract Generated Date : 09-May-2025 बोली/अस्स्/वीनीमी संख्या|Bid/RA/PBP No.: <u>GEM/2025/8/6051737</u>

संगठन विकरण | Organisation Details

POWER (Ministry) Ministry of AVUSN

Site (Department: Central Council for Research in Ayunvedic Sciences

reserves and Organisation Name Control Council for Research in Ayutvests Sciences, Rend

কাৰ্যালয় হ'ম j Office Zurie. Thiruwarianthapunam खरीदार जिल्ला | Buyer Details

स्ट(Designation : बंगर्ड श्रेस Corpact No. :

(Ferwijd) (Ferrit 10 : Altroductive) GSTIN : n.sin.strongcome.nic.in

Regional Agunveda, Research Institute for Lifestyle Related war (Acidiress

Doorders, Opposite Serawalb Mandapern, Podjappura, Princzanarithapuram - 695012, Kerala, Thinzanarithapuram, KERALA-695012, Jodo

निसीप स्वीकृति निमेरण | Financial Approval Detail

गर्धाएको रहमाति अस् Consumence :

प्रसार्वितः उत्पादन त्रां गटनामः। Benignation of Administrative Approval:

Gifte argifics or opini) Designation of Financial Approva-

Assistant Director Assistant Director

भुगतान प्राविकरण लिक्स | Paying Authority Details

Boles PAD भूगतान का तरिया। Payment Mode: Office.

ns | Designation | इंग्लिक्डिडी | Email 10 : 940

paet.corask.MS/gembuyer.in शीरप्रदेशक्षरः (GSTIN :

32AAAGR0224G12W Regional Ayurvede Research Trafficute for Lifestyle Related

Disorders: Opposite Serasord Mandepam, Poojappura Trinzananthapuram - 695012, Kerala Trinzananthapuram, KERALA-695012, India ₩ |Address:

परेशिती जिल्ला | Consignee Details

WUTL S.NO	परिवरी लग & परा Consignee Name & Address	the filter Service Description	
1	eli SjContect - Silv er Sil Email ID : di sinispelicoras nic in signification (GSTIV). TIT Address : litegrand Agenvecke Research tractate for Libertyn Basees Departers. Dipporter Servicore Mandagem Posjappure, Thir westernbeguren - 695012 Kerala. Introvenanti spuram KERALA-695012 India	Financia Audit Sensices - As per ATC attached: CA Firm	

सेवा प्रदाता विवरण | Service Provider Details

the Militar arthity Cetyl Seller ID : Y008250013005062

वंगमी का राम (Company Name : T V HAR NRISHNAN & ASSOCIATES 09074967282

संपर्के नाम Contact No जीन जाईडो Email ID rith khikōt digma Leam

IN Address:

Action Fundament Address:

Addres 32AABFT6896L126 (R) . (S) . (S)

जीरसरीजादेश (SSTIN) सर्वोद्या द्वारा संदर्भित एक्ट्राइसर्ट निर्द्धि (MSMF Steens on Verified verified by buyer.

इस्पूर्व सम्पर्धित सेनी past Social Category इस्पूर्व कि सेनी MSE Sender: General Male

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा| GST / Tax invoice to be raised in the name of - Consignee

सेवा विवरण|Service Details

सेवा प्रारंभ दिनोक (नवीनसम्) | Service Start Date (latest by): 01 Jun 2025

सेवा समाध्ये तिथि|Service End Date : 31 May 2026

প্রদী নাদ। Category Name : Financial Audit Services

বিনিশ বক্ষ|Billing Cycle: quarterly

(Price) Description	ion	To be set as 1	Lumpsum quote for the audit to be conducted by the service provider
Scope of Work	As per ATC attached		
Type of Financial Audit Partner	C4 First	3	
Type of Financial Audit	Internal Audit		
Category of Work under Financial Audit	Govt financial matters]	
Type of bidustries/Functions	Gesteffee	6	123900
Frequency of Progress Report	As and when required		

6. The Service Provider will be entitled to reimbursement of out-of-pocket expenses like conveyance, lodging/boarding charges, etc. incurred while carrying out the audit on an actual basis i.e. on the production of evidence of incurring such expenses subject to the overall upper limit of 30 % of the audit fee.

शुद्धिपत्र|Corrigendum

1. तक बढ़ाया गया|Extended Upto: 2025-04-11 13:00:00

अतिरिक्त डेटा/दस्तावेज : विक्रैता | Additional Data/Document(s) : Seller

- 1. Copy Of Certificate Of Icai As On Date: click here
- 2. Audited Balance Sheet & Profit & Loss Account For The Last Xx Years: click here
- 3. Documentary Evidence To Be Submitted By Service Provider As Mentioned By Buyer In Bid: <u>click here</u>
- 4. Certificate (Requested in ATC): click here
- 5. Certificate Issued By Any C.a. Firm Giving The Break-up Of Fees (audit Fee, Taxation And Others): click here

ईपीबीजी विवरण | ePBG Detail

	सलाहकार बैंक Advisory Bank :	State Bank of India
	ईपीबीजी प्रतिशत (%) ePBG Percentage(%):	3.00
- 1		

बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा |The bidder shall furnish ePBG as applicable as per bid's terms and conditions

नियम और शर्तें|Terms and Conditions

- 1. General Terms and Conditions-
- 1.1 This contract is governed by the General Terms and Conditions, conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 1.3 All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1955, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.
- 2. Buyer Added Bid Specific Terms and Conditions-

2.1 Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2.2 Generic.

- 1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- 2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

2.3 Buyer Added Bid Specific ATC:

Buyer uploaded ATC document Click here to view the file.

2.4 Past Project Experience:

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria.a. Contract copy along with Invoice(s) with self-certification by the bilder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria. Contract copy along with Invoice(s) with self-certification by the bilder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

2.5 Service & Support:

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2.6 Service & Support:

Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

2.7 Service & Support:

 $\textbf{Escalation Matrix For Service Support: Bidder/OEM must provide } \ \textbf{Escalation Matrix of Telephone Numbers for Service Support.}$

2.8 Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

ASSISTANT DIRECTOR IN CHARGE REGIONAL AYURVEDA RESEARCH INSTITUTE THIRUVANANTHAPURAM

payable at

THIRUVANANTHAPURAM

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES

INSTITUTE ETHICAL COMMITTEE EC/NEW/INST/2022/3010

Sl. No.	Name & Designation	Address	Remarks
1	Dr. Jolly Kutty Eapen	Retired Director, Ayurveda Medical Education, Kerala,	Chairman
2	Dr. Rajam. R	Professor and Head Dept. of Rasashastra and Bhaishajya Kalpana Govt. Ayurveda College, Thiruvananthapuram	Member (Clinician Ayurveda)
3	Dr. P. Kala Kesavan	Professor and Head Govt. TD Medical College, Ambalaphuzha Vandanam, Kerala 688005	Member (Basic Medical Scientist-Pharmacology)
4	Dr. N. Subash Babu	Former Prof. & Head Dept. Kayachikitsa, Govt. Ayurveda College, Thiruvananthapuram	Member (Clinician Ayurveda)
5	Dr. G. R. Bahulayan Nair	Retd. Prof. & Head Dept. of Urology, Medical Education, Kerala	Member (Clinician Modern)
6	Adv. Lizzie Albert	Address: Keerthi Bhavan, Koovalassery P O, Thiruvananthapuram - 695512	Member (Legal Expert)
7	Dr. K. B. Valsala Kumari	Retd. Principal Secretary Dept. of Revenue and Disaster Management Govt. of Kerala	Member (Social Scientist)
8	Smt. Sheeja Madhu	Corporation Ward Councilor, Jagathy Address: Thrimoorthi Bhavan, Jagathy, Trivandrum.	Member (Lay Person)
9	Dr. Krishna Rao S*	Research Officer (Ay,) RARI, Thiruvananthapuram Poojapura, Thiruvananthapuram	Member Secretary

^{*}In place of Dr. Emy S Surendran who has been transferred from this Institute

Public Grievance Redressal Committee

Dr Abhayadev A, RO (Ay)
 Dr Indu S, RO (Ay)
 Member
 Dr Saniya CK, RO (Ay)
 Kumary Suja A, Social Worker
 Member
 Member

Staff Grievance Redressal Committee

Dr Saniya CK, RO (Ay)
 Smt Krishna Priya SV, UDC
 Amt Anila A, Sister-In-Charge
 Member

SC/ST Grievance Redressal Committee

Dr Abhayadev A, RO (Ay)
 Dr Saniya CK, RO (Ay)
 Smt B Saratha. MLT, SRRI Tvpm
 Smt Krishna Priya SV, UDC
 Shri Chandrababu N, Lab Attendant
 Member
 Member

Internal Committee (IC)

Dr Indu S, RO (Ay) - Chairperson
 Dr Praveen Balakrishnan, RO (Ay) - Member
 Kumary Suja A, Social Worker - Member
 Smt Anupama Rajan, Pharmacist - Member
 Adv. (Dr) Lizze Albert - Member

DIRECTORY OF OFFICERS AND EMPLOYEES

Sl.No	Name & designation of the person	Name of the post	Contact No	E-mail ID	Level/Inde x of Pay
1	Dr. V Subhose	Assistant Director (Ay)	9111011994	dr.vshubose@gov.in	Level 13, Index 15
	Dr. Sree Deepthi G N	Research Officer (Ay)-In-Charge		gnsree.deepthi@ccras. nic.in	Level 11, Index 05
2	Dr. Praveen Balakrishnan	Research Officer (Ay)		drpraveen.b@ccras.nic.	Level 11, Index 05
3	Dr Indu S	Research Officer (Ay)		Indu.s@ccras.nic.in	Level 11, Index 05
4	Dr. Abhayadev A	Research Officer (Ay)	_	abhayadev.a@gov.in	Level 11, Index 05
5	Dr Krishna Rao S	Research Officer (Ay)		krishna.r@ccras.nic.in	Level 11, Index 05
6	Dr. Saniya C K	Research Officer (Ay)	0471-2340628	saniyack@ccras.nic.in	Level 10, Index 05
7	Dr. Lisha S. Raj	Research Officer (Path)	- 0471-2340020	s.lisharaj@ccras.nic.in	Level 10, Index 05
8	Smt. Anila A	Sister In-Charge		anila.kollam@ccras.nic .in	Level 8, Index 14
9	Smt Vinitha VS	Pharmacist Gr.I		vinitha.vs@ccras.nic.in	Level 6, Index 11
10	Smt.Anupama Rajan	Pharmacist Gr.I		anupama@ccras.nic.in	Level 6, Index 08
11	Smt.Krishna Priya SV	UDC		sv.krishna@ccras.nic.i n	Level 4, Index 08
12	Smt Niza N R	Lab Attendant]	niza.nanda@ccras.nic.i	Level 4, Index 18
13	Sri. N. Chandra Babu	Lab Attendant		n.chandrababu@ccras. nic.in	Level4 Index 18
14	Smt. Kumary A Suja	Social Worker		kumary- suja@ccras.nic.in	Level 7, Index 13

MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

Sl.No	Name & designation of the person	Name of the post	Monthly Remuneration in Rs.	Level & Index
1	Dr. V Subhose	Assistant Director (Ay)	389152.00	Level 13, Index 15
2	Dr. Sree Deepthi G N	Research Officer (Ay)-In- Charge	162552.00	Level 11, Index 05
3	Dr. Praveen Balakrishnan	Research Officer (Ay)	162552.00	Level 11, Index 05
4	Dr Indu S	Research Officer (Ay)	162552.00	Level 11, Index 05
5	Dr. Abhayadev A	Research Officer (Ay)	162552.00	Level 11, Index 05
6	Dr Krishna Rao S	Research Officer (Ay)	162552.00	Level 11, Index 05
7	Dr. Saniya C K	Research Officer (Ay)	135566.00	Level 10, Index 05
8	Dr. Lisha S. Raj	Research Officer (Path)	135566.00	Level 10, Index 05
9	Smt. Anila A	Sister In-Charge	136540.00	Level 8, Index 14
10	Smt. Kumary A Suja	Social Worker	118530.00	Level 7, Index 13
11	Smt Vinitha VS	Pharmacist Gr.I	86330.00	Level 6, Index 11
12	Smt.Anupama Rajan	Pharmacist Gr.I	79330.00	Level 6, Index 08
13	Smt.Krishna Priya SV	UDC	58855.00	Level 4, Index 08
14	Smt Niza N R	Lab Attendant	76880.00	Level 4, Index 18
15	Sri. N. Chandra Babu	Lab Attendant	76880.00	Level 4, Index 18

Budget allocated to each agency: head wise

S	Object Head	l A	Amount in l	akh (in INF	2)
No	Object Head	2022-23	2023-24	2024-25	2025-26
	GIA Salary: -				
(A)	Pay and Allowance	225	265	250.00	300
(B)	GIA General: - Contingencies as per DFPR				
(i)	TA (for Domestic)	2.50	4.00	4.00	5.50
(ii)	Wages	7.20	7.20	7.20	10.80
(iii)	Office Expenses	16.50	19.14	21.50	128.00
	Rent, Rates and Taxes for Land and				
(iv)	Building			0.00	
(v)	Other Admin Expenses			0.90	1.00
(vi)	Advertising and Publicity	0.10		0.00	
(vii)	Professional Service (Payments for				
	Professional and Special service fees to				
	staff/artists/Payment to Outsourcing agency	72.00	141.60	118.05	5.00
(viii)	Fuel and Lubricants			0.00	
(ix)	Printing and Publication		0.30	0.00	4.00

(x)	Training and IT programme			0.00	
(xi)	Other charges	2.00	6.00	4.50	
(xii)	Minor Works			0.00	38.46
(xiii)	Repair and Maintenance			0.00	
(xiv)	Research activities	50.00	40.00	53.53	58.00
(xv)	Seminar and Conference	0.60		15.50	
(xvi)	Awards and Prizes/Rewards			0.00	1.00
(xvii)	Material and Supplies			0.00	
(C)	Swachta Action Plan (SAP)	0.80	1.38	0.70	1.50
	Total(A+B+C)	376.70	484.62	475.88	553.26
(D)	WCH	29.85	35.17	38.28	45.42

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

As per the CCRAS Hqtrs letter No HQ-ADMN018/13/2025-ADMN(Pt.)/1338 dated 30 May 2025, all patients coming under the category of Below Poverty Line (BPL), CCRAS Staff & Dependents, CCRAS-Pensioners and attending OPD, IPD, laboratory are given services free of cost. Further a 60% discount is given to all senior citizens (under APL) on all OPD, IPD treatment and Laboratory services at the institute. The charges fixed by CCRAS Hqtrs from time to time will be applicable to all other categories of patients availing OPD, IPD Treatment and Laboratory services

List of recipients of concession from Out Patient Department of CCRAS-RARI, Tvpm

Year	BPL	Sr.Citizen	CCRAS Staff & Dependents	CCRAS Pensioners & Dependents	Total
2022-23	993	1046	8	3	2050
2023-24	1267	940	4	3	2214
2024-25	1473	975	7	7	2462
2025-26*	745	562	4	2	1313

^{*}Upto 30.09.2025

List of recipients of concession from In Patient Department of CCRAS-RARI, Typm

Year	BPL	Sr.Citizen	CCRAS Staff & Dependents	CCRAS Pensioners & Dependents	IMR Project	Total
2022-23	69	87	6	-	-	162
2023-24	122	140	1	-	9	272
2024-25	115	152	6	-	9	282
2025-26*	61	52	3	-	4	120

^{*}Upto 30.09.2025

Particulars of recipients of concessions, permits or authorisations granted

<u>Details in respect of the information, available to or held by it, reduced in an electronic form</u>

Available at CCRAS web site: https://ccras.nic.in/rari-thiruvananthapuram/

Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Information can be obtained from Institute Office situated at following address: -

CCRAS-Regional Ayurveda Research Institute Poojappura, Thiruvananthapuram, Kerala-695012

Email: arimchc.trivendrum@gmail.com, ro.rarilsd-ayush@gov.in

web site: https://ccras.nic.in/rari-thiruvananthapuram/

Requisite fee to obtain the information can be remitted either by Cash into the Accounts Section of RARI Thiruvananthapuram or by Demand Draft, Indian Postal Order in favour of Research Officer In Charge, Regional Ayurveda Research Institute, Poojappura, Thiruvananthapuram

The name, designations and other particulars of the public information officers

Dr Sree Deepthi GN, RO (Ay) - PIO Research Officer-In-Charge Contact No – 0471-2340628 9495282848

Other information

Disposal of RTI Applications 01.04.2024 to 30.09.2025

Year	No of RTI Received	No of RTI replied
2024-25	09	09
2025-26	16	14

MANDATORY RAJ BHASHA DISCLOSURE DHARA 3 (3)

Ser	Year	No of documents	Remarks
No		under Dhara 3(3)	
1	2022-23	880	
2	2023-24	856	
3	2024-25	1126	
4	2025-26	526	

PROJECTS COMPLETED DURING THE YEAR 2024-25

Sl No	Name of the Project	Type of Project	Status
1	Women and Child health Care Programme under SCSP 2024-25	Outreach	Completed

ONGOING PROJECTS DURING THE YEAR 2024-25 & 25-26

т		1	
Sl No	Name of the Project	Type of Project	Status
1	Clinical Evaluation of Ayurvedic Regimen	IMR (Clinical	Under progress
	(Virechana Karma followed by Oral	Research)	
	administration of Kankayana vati, Kanchanara	,	
	guggulu and Kumaryasava) in the management		
	of Polycystic ovarian syndrome - A Randomized		
	controlled open label Clinical Trial		
2	Understanding prakriti and its inheritance	Collaborative	Under Progress
	pattern in health and predominant disease	(Clinical Research)	
	predisposition from a regional perspective- A		
	genetic and epigenetic study		
3	Treatment tolerability, medication adherence	Collaborative	Under Progress
	and safety of Ayurvedic formulations in the		
	management of psoriasis – An open label single		
	arm study – RARI-Thiruvananthapuram		
4	A prospective pragmatic observational study to	IMR	Under Progress
	document the possible adverse events of Nasya	(Pharmaceutical &	
	karma	Pharmaco	
		vigilance)	
5	A Systematic survey of the labeling information	IMR	Under Progress
	of Ayurvedic drugs included in NLEAM and	(Pharmaceutical &	
	marketed in India in compliance with Rule 161	Pharmaco	
	of the D & C Act 1940 and Rule 1945	vigilance)	

6	An Analytical Cross-Sectional Study to Evaluate the Knowledge, Attitude and Practice of Hair Oil Application (Siro Abhyanga) Among	IMR (Clinical Research)	Under Progress
7	Adult Women in Kerala An Observational Study on Possible Adverse Events During Vasti Karma - A Prospective Pragmatic Observational Study	IMR (Pharmaceutical & Pharmaco vigilance)	Under Progress
8	Medico Ethno Botanical Survey in the forest division of Thiruvananthapuram district	IMR (Medicinal Plant Research)	Under Progress
9	A Clinical Consensus study for developing the standard operating procedure and the practice guidelines of Kabala and Gandoosha Karma.	IMR (Clinical Research)	Under Progress
10	Documentation of plants, metals, minerals, animal products and other materials used in various indigenous religious practices and rituals across India	Outreach	
11	Documentation of life profile of luminaries in the field of Ayurveda 2024- a) Shri Itty Achudan b) Shri Kochunni Thampuran c)Shri K Kunjiraman Viadyar d)Shri K Kuttan Vaidyan e) Dr CD Sahadevan	IMR (Literary Research)	On going
12	Documentation of life profile of luminaries in the field of Ayurveda 2025-2026 Sri. K Narayanan Gurukkal	IMR (Literary Research)	On going
13	Impact of Ayurveda Based Lifestyle Advocacy and Practices among apparently healthy individuals across selected cities in India- A Randomized Parallel Group Study	IMR (Clinical Research)	On going
14	Clinical evaluation of Sanjivani Vati and Pippaladyasava in the management of Agnimandya - A Randomized Parallel group study	IMR (Clinical Research)	On going
15	Survey and Documentation on Netra Kriya Kalpa practices among registered Ayurveda practitioners across India	IMR (Clinical Research)	New Project
16	Documentation of life profile of luminaries in the field of Ayurveda 2025-2026 K S Manilal	IMR (Literary Research)	New Project
17	Documentation of Ethno -Dietary Practices Indigenous to India (As part of MEBS)	IMR (Medicinal Plant Research)	New Project
18	Documentation of plants, metals, minerals, animal products and other materials used in various indigenous religious practices and rituals across India (As part of MEBS)	IMR (Medicinal Plant Research)	New Project