

**TEMPLATE FOR THE INFORMATION HANDBOOK UNDER RIGHT TO
INFORMATION ACT**

CHAPTER-1

INTRODUCTION

This Handbook is to provide information about the Directorate of Indian Systems of Medicine and Homoeopathy, Pondicherry, fully run by the Government of Pondicherry. A separate Department of ISM&H was established in Pondicherry in April 2001 to facilitate the development of Ayurveda, Siddha, Unani, Naturopathy & Yoga and Homoeopathy Systems of Medicine.

This Handbook has been prepared as per the provision contained in the Right to Information Act, 2005. In case anybody wants to gather more information on the topics covered in this Handbook as well as other related information, they may contact the Director, ISM&H, Pondicherry. Those who want information not available in the Handbook, they may write to the Secretary to Govt. (Health), Government of Pondicherry, indicating specifically the information required and the purpose of using the information after following the prescribed procedure.

CHAPTER-2 (Manual-1)

Particulars of organization, Function & Duties

The Department of ISM&H was functioning alongwith the Allopathy wings of the Health Department, Pondicherry till March 2001. A separate Directorate of ISM&H was established in April 2001 by bifurcating the ISM&H from the Directorate of Health and Family Welfare Services, Pondicherry as per the directions of Government of India for setting up a Directorate exclusively for the ISM&H in the Union Territory of Pondicherry. This was established to facilitate the development of Ayurveda, /Siddha , Unani, Naturopathy & Yoga and Homoeopathy Systems of Medicine. The ISM&H offers uninterrupted Health care facility to the public and is serving as an alternative to Allopathic System with better therapeutic goals and satisfaction of people.

The Panchakarma Special Therapy Unit started functioning with overwhelming response from the public and is to be expanded further for the benefit of Public at large. Besides that a 10 bedded Govt. Ayurveda Hospital which was started functioning at Chalakkara, Mahe is to be expanded with infrastructural development and facilities. Naturopathy & Yoga unit and Unani Systems will be started in the near future to provide non-Pharmacological treatment, education & demonstration of Yoga to the public.

The ISM&H Units are functioning in all the four regions of Pondicherry , Karaikal, Mahe and Yanam. The following are the details of 38 Centres where the ISM&H systems are functioning in the four regions.

PONDICHERRY REGION

AYURVEDA UNIT

1. Ayurveda Unit, Pondicherry
2. PHC Mettupalayam
3. PHC Lawspet
4. CHC Mannadipet
5. PHC Sedarapet
6. PHC Murungapakkam
7. PHC Villanur
8. PHC Kosapalayam
9. PHC Thirubhuvanai
10. PHC Ariyur
11. PHC Bahour
12. PHC Ariyankuppam

SIDDHA UNIT

1. Siddha Unit, Pondicherry
2. CHC Karikalampakkam
3. PHC Nettapakkam
4. PHC Maducarai
5. PHC Reddiyarpalayam
6. PHC Kalapet
7. PHC Muthialpet
8. PHC Mudaliarpet
9. PHC Kirumampakkam
10. PHC Thavalakuppam
11. PHC Katterikuppam

HOMOEOPATHY UNIT

1. Homoeopathy Unit, Pondicherry
2. PHC Kalapet
3. PHC Muthialpet

KARAIKAL REGION

AYURVEDA UNIT

1. PHC Neravy
2. PHC T.R. Pattinam

SIDDHA UNIT

1. GH Karaikal
2. PHC Nedungadu
3. CHC Thirunellar
4. PHC Varichikudi

HOMOEOPATHY UNIT

1. GH Karaikal

MAHE REGION

AYURVEDA UNIT

1. Govt. Ayurveda Hospital,
Mahe

SIDDHA UNIT

Nil

HOMOEOPATHY UNIT

1. GH Mahe
2. PHC Pandakkal

YANAM REGION

AYURVEDA UNIT

1. GH Yanam

SIDDHA UNIT

Nil

HOMOEOPATHY UNIT

1. GH Yanam

The Directorate of ISM&H is at present functioning at the upstairs of Government Chest Clinic, Ambour Salai, Pondicherry. All the above mentioned ISM&H units of Ayurveda, Siddha & Homoeopathy in the four regions are under the control of the Directorate.

The working hours of office is

Monday to Friday	-8.45 AM	to 1.00 PM
	2.00 P.M	to 5.45 P.M

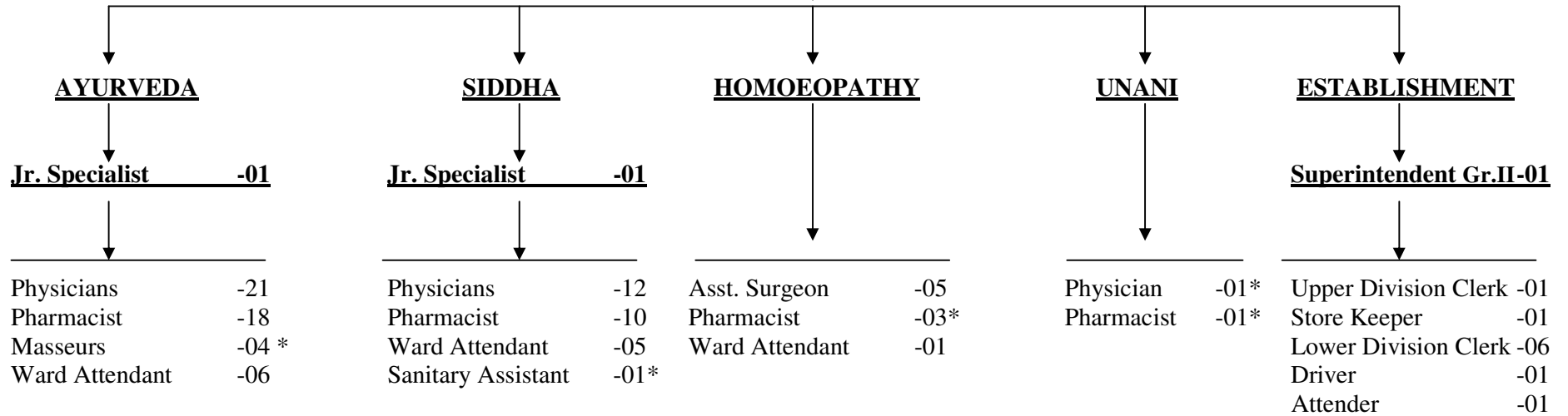
The OPD timings are

Monday to Friday	-8.00 AM	to 2.00 PM
Saturday	-8.00 A.M	to 12.00 Noon.
Sundays & Public Holidays	-8.00 A.M	to 11.00 A.M

ADMINISTRATIVE SET UP OF ISM&H IN THE UNION TERRITORY OF PONDICHERRY

SECRETARY TO GOVT. (HEALTH) –HEAD OF DEPARTMENT

DIRECTOR (ISM&H) –HEAD OF OFFICE



Note: * Vacant

CHAPTER-3 (Manual-2)

Powers and Duties of Officers and Employees

The Directorate of ISM&H is the overall responsible office, supervising the developmental schemes of ISM&H unit in all the four regions of the UT of Pondicherry.

THIRU.S. KUMARASAMY, SECRETARY TO GOVT. (HEALTH) is the Head of Department.

DR.H. RANGANATH, DIRECTOR ISM&H

He is the Technical Head of the Department of ISM&H.

Duties and responsibilities

1. To plan, implement & monitor the ISM&H Schemes.
2. Responsible for the preparation, Execution and accountability of the Budget (Plan & Non-Plan)
3. To supervise the technical & Ministerial staff under his control, in all the four regions of U.T of Pondicherry.
4. To advise the Government on all technical matters.

Dr.M. Krishna Sastry, Junior Specialist (Ayurveda). He is the Head of Ayurveda unit in GH Pondicherry.

Duties and responsibilities

1. To render specialist health care services in the discipline, to the patients attending the Hospital.
2. To technically supervise the clinical duties of Ayurveda Physicians under his control.
3. Any other duties as assigned by the Director, ISM&H

Dr.B. Radhakrishnan, Junior Specialist (Siddha). He is the Head of Siddha Unit in GH Pondicherry

Duties and responsibilities

1. To render specialist health care services in the discipline, to the patients attending the Hospital.
2. To technically supervise the clinical duties of Siddha Physicians under his control.
3. Any other duties, as assigned by the Director, ISM&H.

Dr.N. Balaji, Assistant Surgeon (Homoeopathy). He is the Head of Homoeopathy unit in GH Pondicherry.

Duties and responsibilities

1. To render specialist health care services in the discipline, to the patients attending the Hospitals attending the Hospital.
2. To technically supervise the clinical duties of Homoeopathy Physicians under their control.
3. Any other duties, as assigned by the Director, ISM&H.

Dr.V.K. Thamban , Ayurveda Physician, Govt. Ayurveda Hospital, Chalakkara, Mahe.

1. He is the Head of Office, Drawing and Disbursing Officer and Controlling Officer, in respect of Mahe region.
2. To perform clinical and administrative duties and directly reportable and responsible to Director, ISM&H
3. Any other duties, as assigned by the Director ISM&H.

Duties & Responsibilities of Ayurveda Physician/Siddha Physician/Asst. Surgeon (Homoeopathy)

1. To Perform clinical and administrative duties in running Hospital/dispensary/Units
2. To maintain Stock registers
3. To supervise staff under their control
4. Any other duties as assigned by the Director, ISM&H

Tmt.Rajini Ram.Suptd.Gr-II

She is responsible for supervising the work done by all the Ministerial staff and Store-Keeper. Looks after the establishment and administrative matters of the Directorate of ISM&H.

CHAPTER-4 (Manual –3)

Rules, Regulations, Instructions, Manuals and Records, for Discharging function.

Yet to be framed

CHAPTER-7 (Manual-6)

A statement of Boards, Councils, Committees and other Bodies constituted as its part

A High Level Committee for the development of Medicinal Plants Board in UT of Pondicherry has been constituted by the Government of Pondicherry vide.G.O.Ms.No.60 dt.25-09-2001. The Composition of the Board is as follows

- | | |
|--------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Minister in-charge of Health Dept. | -Chairman |
| 2. Chief Secretary to Government | -Vice Chairman |
| 3. Principal Secretary to Government
(Planning & Finance) | -Member |
| 4. Secretary to Government (Health) | -Member |
| 5. Secretary to Government (Agriculture & Forest) | -Member |
| 6. Secretary to Government (Industries) | -Member |
| 7. Director of Health & Family Welfare Services | -Member |
| 8. Director of Agriculture | -Member |
| 9. Deputy Conservator of Forest | -Member |
| 10. Dean, Pandit Jawaharlal Nehru College
of Agriculture, Karaikal | -Member |
| 11. Principal, Perunthalaivar Kamaraj
Krishi Vigyan Kendra , Pondicherry | -Member |
| 12. Junior Specialist (Ayurveda) | -Member |
| 13. Junior Specialist (Siddha) | -Member |
| 14. Thiru.S. Aroumugame, Secretary
Society for Health, Environment &
Research on Bio-diversity (HERB), Pondicherry | -Member |
| 15. Dr.S. Sambandhamoorthy (Retd.)
Former Dean (Horticulture)
Tamil Nadu Agriculture University, Pondicherry | -Member |
| 16. Prof.S. Kasinathan (Retd.)
Former Professor, Botany, JIPMER, Pondicherry | -Member |
| 17. Director of Indian System of
Medicine & Homoeopathy | -Member Secretary. |

The above Committee shall meet twice a year or as often as may be considered necessary. The Committee may constitute working Groups/Task Forces, if necessary to plan and evolve initiatives necessary for the development of the medicinal plants. TA/DA to non-officials will be paid in accordance with the Rules applicable to Group-A officers of the Government.

The term of the Committee is three years from the date of issue of the Government Order.

CHAPTER-8 (Manual-7)

The names , designation and other particulars of the Public Information Officers

Name of the Public Authority :

Department Appellate Authority :

Sl.No.	Name	STD Code	Ph.No.		Fax	E-mail	Address
			Office	Home			
1	Thiru.S. Kumarasamy, IAS Secretary to Govt. (Health)	413	2334143	2272855	2337500		Quarters No.55, Indra Nagar, Gorimedu, Pondicherry-6

Public Information Officers :

Sl.No.	Name	STD Code	Ph.No.		Fax	E-mail	Address
			Office	Home			
1	Dr.H. Ranganath Director ISM&H, Pondicherry	413	2223532 2357748	2224529			133, Eswaran Koil Street Pondicherry-1

Assistant Public Information Officers

Sl.No.	Name & Designation	STD Code	Ph.No.		Fax	E-mail	Address
			Office	Home			
1	Dr.M. Krishna Sastry Nodal Officer(Ayurveda) Pondicherry Region	413	2223532	2250672			No.25, 8 th Cross, Tagore Nagar, Lawspet Pondicherry-8
2	Dr.B. Radhakrishnan Nodal Officer (Siddha) Pondicherry Region	413	2223532	2343300			No.171, Bussy Street, Pondicherry-1
3	Dr.N. Balaji Asst.Surgeon (Homoeo) Pondicherry Region	413	2223532	2212737			75/3, 3 rd Cross Venkata Nagar Pondicherry
4	Dr.V.K. Thamban Ayurveda Physician Mahe Region	490		2337146			Sankar Vilas, Chalakkara, Mahe
5	Dr.Alice Pappachan Ayurveda Physician Karaikal Region		2238468	2220587			15, Bharathi Nagar Beach Road Karaikal
6	Dr.M. Purushotham Ayurveda Physician, Yanam Region	884	2321224	2324557			Door No.8-102, Balla Street, Yanam

CHAPTER -10 (Manual -9)
Directory of Officers and Employees

Sl. No.	Name	STD Code	Ph.No.		Fax	E-mail	Address
			Office	Home			
PONDICHERRY REGION							
1	Dr.H. Ranganath Director, ISM&H	413	2223532 2357748	2224529 2233365			133, Eswaran Koil Street Pondicherry-1
2	Tmt. Rajini Ram Supdt. Grade-II	413	2223532	2250744			17, 7th Cross, Kurinji Nagar, Lawspet, Pondicherry-8
3	Dr.M. Krishna Sastry Jr. Specialist (Ayurveda)	413	2223532	2250672			No.25, 8th Cross, Tagore Nagar, Lawspet, Pondicherry-8
4	Dr.B. Radhakrishnan Jr. Specialist (Siddha)	413	2223532	2343300			No.171, Bussy Street, Pondicherry-1
5	Dr.B.L. Sankaran Nair Ayurveda Physician	413	2254247	2256101			No.14, 2nd Cross, Raman Nagar, Lawspet, Pondicherry-8
6	Dr.M.N. Muralidharan Ayurveda Physician	413	2243800	2280840			No.66, Ansari Duraisamy Nagar, 100 Feet Road, Mudaliarpet, Pondicherry-4
7	Dr.Padmavathamma Sangaraju Ayurveda Physician	413	2666365	2660743			No.4, S.M.V Puram (West Main), Villianur, Pondicherry-110
8	Dr.N.C. Prasanna - Lakshmi Ayurveda Physician	413	2254247				No.19,7th Cross, Anna Nagar, Pondicherry
9	Dr.P. Thanabalan Siddha Physician	413	2223532	2220156			No.51, Laporte Street, Pondicherry-1
10	Dr.E.T. Selvaraj Siddha Physician	413	2236219	2245019			Plot No.4, 3rd Cross, Extension, Elango Nagar, Pondicherry-11
11	Dr.M. Sridharan Siddha Physician	413	2618099				21, Kothandapani Street, Kurunji Nagar, Cuddalore-1
12	Dr.S. Indhira Siddha Physician	413	2356946	2001657			B.II, S.P.V Nagar, (Near Rainbow Nagar) Pondicherry-11
13	Dr.N. Balaji Asst.Surgeon (Homoeo)	413	2223532	2212737			75/3, 3rd Cross Venkata Nagar, Pondicherry
14	Tmt.Sheila Hilda Ramani Pharmacist (Ayurveda)	413	2666365				No.50, Sankaradoss St. Pondicherry-2

15	Thiru.N. Elumalai Pharmacist (Ayurveda)	413	2223532				No.80, 5th Cross, Thanthai Periyar Nagar, Pondicherry-5
16	.K. Sankara Narayanan Pharmacist (Ayurveda)	413	2272170				No.24, Sri Vishnu Vasam Vasanthapuram, 11th Cross, Kurunji Nagar, Lawspet Pondicherry-8
17	Tmt.K. Vimala Pharmacist (Ayurveda)	413	2243800	2272574			93-A, Car Street, Thilaspeth, Pondicherry-9
18	Tmt.N. Lakshmi Tulasi Pharmacist (Ayurveda)	413	2271213				13, 4th Cross, Jaya Nagar, Reddiarpalayam, Pondicherry-10
19	S.Esakki Pharmacist (Ayurveda)	413	2644135				1-B, Valasai St, Aladiyoor (PO) Ambasamudram Thirunelveli-627 421
20	S.Jaganathan Pharmacist (Ayurveda)	413	2359625				Velvimangalam Vayallapadi (PO) Kunnam (TK) Perumbalur (Dist) Tamil Nadu
21	T.Bhavani Pharmacist (Ayurveda)	413	2254247				No.12, Thiruvallur St. Kalinjar Gandhi Nagar, Vellore-632 006
22	Thiru.S. Natarajan Pharmacist (Siddha)	413	2618099				33, Health Employees Colony, Nainarmandapam, Pondicherry-4
23	Thiru.Y. Radhakrishnan Pharmacist (Siddha)	413	2223532	2252973			No.4, 6th Cross, Rajaji Nagar, Lawspet, Pondicherry-8
24	G.Bernatsan Pharmacist (Siddha)	413	2356946				4-D, KKM St. Devakottai Sivagangai (Dist) Tamil Nadu
25	M.Kalyana Sundaram Pharmacist (Siddha)	413	2655134				No.14, Block No.1 Kavikul Street, Ashok Nagar, Pondicherry
26	Thiru.K. Sellappan Store Keeper Gr.III	413	2223532	2220313			No.11, Pudu Nagar, Periakalpet, Pondicherry-605014
27	Thiru.K. Sandosh Kumar LDC	413	2223532	2224117			No.81, Petit Canal Street, Pondicherry-1
28	A. Shobana LDC	413	2223532				No.16, Kulaikarai St. Calve Bunglaw Pondicherry-11

29	S. Lourdusamy Driver Gr-II	413	2223532	5538816			No.18, second Main Road Marial Nagar Reddiyarpalayam Pondicherry-10
30	Tmt. P. Thenmozhi Attender	413	2223532				23, Calve Bunglaw, Pondicherry-11
31	Tmt.V. Sundarambal Ward Attendant	413					No.7, 1st Cross Street, Veera Vanji Nagar, Villianur, Pondicherry-110
32	Tmt.A. Suguna Ward Attendant	413	2223532	5542459			67, Pajanai Madam Street, Muthirapalayam Pondicherry.
33	Thiru.A. Rathinavelu Ward Attendant	413	2223532				No.3, Nianiappa Pillai Street, Pondicherry
34	P. Selvi Ficorance Ward Attendant	413	2243800				No.24, Ganibal Garden, Uppalam Road, Pondicherry
35	Tmt.M.D. Evaline Rosa Ward Attendant	413					4, Vanchinathan Street, Subbaiah Nagar, Ariyankuppam, Pondicherry-7
36	R.Nagappan Ward Attendant	413					
37	Thiru.K. Archistraj Ward Attendant	413	2223532				No.17, Thiruvalluar Street, Bharathipuram, Govinda Salai, Pondicherry-1
38	Thiru.G. Balakrishnan Ward Attendant	413	2223532				No.7, Thendral Street, Indira Nagar,Kottakupam, Vanoor (T.K) Tamil Nadu
39	Tmt.N. Amalorpavamary Ward Attendant	413	2223532	2291960			No.23, Mada Koil Street, Oulgaret, Pondicherry-10
KARAIKAL REGION							
1	Dr.Alice Pappachan Ayurveda Physician		2238468	2220587 2222885			15, Bharathi Nagar, Beach Road Karaikal
2	Dr.M. Natarajan Siddha Physician		2222450				Sri Narayana Illam, No.9, VOC Street Kottucherry (PO) Karaikal
3	Dr.M. Malligeshwari Siddha Physician			2222210			Murugan Nagar Karaikal

4	Mohana Sundari Pharmacist (Ayurveda)						23, Sivan South Street, Neravy, Karaikal
5	Krishnan Pharmacist (Ayurveda)						Karachivaramlu House, Amsi, Thengapattanam (PO) Kanyakumari (Dis)
6	V.Rajasubramaniam Pharmacist (Siddha)						Erragollanoor Pennagaram-PO Dharmapuri (Dist) Tamilnadu
7	A.Manjunathan Pharmacist (Siddha)						No.328 Koil Street, Kottalampakkam Pudupet PO Panrutti (TK) Cuddalore (Dis) PIN-607 108

MAHE REGION

1	Dr.Thamban Ayurveda Physician	490		2337146			Sankar Vilas, Chalakkara, Mahe
2	D.Jagadeesh Pharmacist (Ayurveda)						63 B-Block, Appaswamy Street, Harrington Road,Chetpet Chennai-600 031
3	G.Jayanthi Pharmacist (Ayurveda)						81, John Selvaraj Nagar Kumbakonam Thanjavur (Dist) TamilNadu-612 001
4	C.H.Surendran LDC			2335264			Naduvila Kandy House, East Palloor, Mahe
5	P. Shareen Ward Attendant						Mangalan House, Parakkal, Mahe

YANAM REGION

1	Dr.M. Purushotham Ayurveda Physician	884	2321224	2324557			D.No:8-102, Balla Street, Yanam
2	Dr.M. Stanley Stevenson Asst.Surgeon (Homoeo)	884		5598851			3-25 Vijaya Gardens, Sarpavaram Junaction, Kakinada-533 005
3	A. Arun Kumar Pharmacist (Ayurveda)						C/o. Thirupathi Rao, Kurusampet, Yanam-533 464
4	P.N. Kumar LDC	884		2323113			D.No.1-428, Gopal Nagar IV Cross, Yanam- 533 464
5	Malladi Acha Rao Ward Attendant						D.No.10-105 Giriampet, Yanam-533 464

CHAPTER-11 (Manual-10)

The Monthly Remuneration Received by each of its Officers and Employees, including the Systems of Compensation as provided in regulation

The following are the scale of pay in force relating to the Officers and Staff of
ISM&H

Sl.No.	Designation of Post	Scale of pay
01	Director	-12000-375-16500
02	Junior Specialist (Ayurveda)	-10000-325-15200
03.	Junior Specialist (Siddha)	-10000-325-15200
04.	Ayurveda Physician	-8000-275-13500
05.	Siddha Physician	-8000-275-13500
06.	Asst. Surgeon (Homoeopathy)	-8000-275-13500
07.	Unani Physician	-8000-275-13500
08.	Superintendent Grade-II	-5500-175-9000
09.	Pharmacist (Ayurveda)	-4500-125-7000
10.	Pharmacist (Siddha)	-4500-125-7000
11.	Pharmacist (Homoeopathy)	-4500-125-7000
12.	Pharmacist (Unani)	-4500-125-7000
13.	Upper Division Clerk	-4000-100-6000
14.	Store Keeper Gr.III	-3050-75-3950-80-4590
15.	Masseurs	-3050-75-3950-80-4590
16.	Lower Division Clerk	-3050-75-3950-80-4590
17.	Driver (LMV) Grade-III	-3050-75-3950-80-4590
18.	Attender	-2750-70-3800-75-4400
19.	Ward Attendant	-2550-55-2660-60-3200
20.	Sanitary Assistant	-2550-55-2660-60-3200

CHAPTER-12 (Manual-11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditure and report on disbursement made)

Year :2004-05

Sl.No	Head	Proposed Budget	Sanctioned Budget	Actual Expenditure
1	Strengthening of Directorate of ISM&H, Pondicherry	30.00	13.19	13.16
2	Construction of ISM&H Hospital and Administrative Block at Pondicherry	50.00	0.00	0.00
3	Setting up/Improvements to Panchakarma Special therapies of Ayurveda	13.60	11.02	11.01
4	Improvements/opening of Ayurveda dispensaries/Hospitals	77.55	67.35	67.25
5	Improvements/opening of Siddha Dispensaries	32.43	13.78	12.32
6	Improvements/opening of Homoeopathy dispensaries	6.47	3.41	3.34
7	Improvements/opening of Unani Dispensaries	2.40	0.03	0.01
8	Setting up of Naturopathy & Yoga unit, Pondicherry	1.05	0.00	0.00
	Total	213.50	108.78	107.09