

(I) PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

The Haffkine Institute was established in the year 1899. It has been named after the scientist who discovered the plague vaccine. This is one of the oldest institutes of its kind in our country. The first ever Phase-I clinical trial in our country was perhaps conducted by the founder of this Institute in 1899, who injected himself with the plague vaccine which he had indigenously developed.

On the 10th of August 1899, the present mansion, which was at one time the residence of the then Governor of Bombay, was formally handed over to Dr. W. M. Haffkine by the Governor Lord Sandhurst.

The Haffkine Institute for Training, Research and Testing has emerged, today, as a multi-disciplinary, full fledged bio-medical research Institute engaged conducting research on various dimensions of infectious diseases such as Bacteriology, Bioavailability, Biochemistry, Chemotherapy, Clinical Pathology, Entomology, Human Pharmacology, Immunology, Parasitological, Pharmacology, Radiation Biology, Toxicology, Virology and Zoonosis.

The Institute often acts as a reference laboratory for plague and materials are referred here by the WHO [World Health Organisation].

Susceptibility of rats to *Yersinia*, as well as to rodenticides has been studied in the Department of Zoonosis. *V. cholera* has also been the subject of intensive study. Because of a lack of animal model for study, the pathogenesis of cholera was not understood for a long time. Dr. Dutta and Dr. Panse made a breakthrough when they reported development of typical cholera-like syndrome in infant rabbits. Since then, the rabbit model has been used all over the world for the study of this disease and the elucidation of the mechanism of cholera toxin. Various strains of *Vibrio* have been studied at the Institute for their growth requirements at the macromolecular level.

The Institute has developed a Killed Tissue Culture vaccine for KFD (Kysanur Forest Disease) Virus and in the early 70's carried out research in Cholera carriers and epidemiology of Filariasis.

The Haffkine Institute for Training, Research and Testing works through its three wings viz. Research, Testing and Training.

The current research areas in the Haffkine Institute for Training, Research and Testing include studies of infections occurring in AIDS patients, improvement in the FMD vaccine, surveillance and microbiological analysis of typhoid, prevalence of drug resistance in bacteria, and continuous development of newer chemotherapeutic agents to combat microbial and zoonotic infections.

The Institute also serves as a premier teaching institution in the field of biomedical sciences and is affiliated to the University of Bombay for M.Sc (Microbiology, Applied Biology & Organic Chemistry), Ph.D. (Microbiology) and M.D (P.S.M.) degree programs. In addition, the Institute undertakes specialized testing assignments/projects for pharmaceutical and other health-related products.

All the scientific activities are backed by a library, which boasts of a huge collection of scientific journals, books, monographs, other reference material, literature and search facility on electronic media.

A snake farm, created in 1938, is now engaged in a public education program with an objective to clear the misgivings and fear about snakes from the public mind and to educate people on the usefulness of snakes to human beings by explaining their role in biodiversity and ecology in today's era.

As research in communicable diseases is the first priority at the Haffkine Institute, its research programmes are organized to tackle problems of public health. It works in close collaboration with public health authorities at the state and central levels.

Biomedical research is aimed at bringing about lasting changes in the structure of our society. In a developing country, what matters is the priorities we set for progress in biomedical sciences. The Haffkine Institute has set its priorities in research in the context of the needs of the community. Its scientists have pledged themselves to harness science to solve the problems that still continues to plague millions of our countrymen.

(II) The powers and duties of its officers and employees:

Director:

The Director is the administrative head of the institute. He/She is in charge of all the departments and all personnel working in the institute.

- Overall supervision over the activities in the institute.
- Guidance and control in the day to day work of various departments of the institute through CAO and HOD's
- To act as the Secretary of the meetings of the Governing Council.
- Advises the government on all matters relating to
 - Appointments and Transfers of the personnel
 - The conduct and service of the officers in the institute
- Acts as the consulting bacteriologist to:
 - The Grant Medical College, Mumbai.
 - The St. George's Hospital, Mumbai.
 - The J.J.Group of Hospitals, Mumbai
 - The Gokuldas Tejpal Hospital, Mumbai
 - The Cama and Alpbless Hospital, Mumbai
- Controls on behalf of the government all expenditure provided in the Budget Estimates for the administration of the Institute.
- Responsible for the due submission of all reports and information required by the government from time to time.
- Authorized to depute any of his assistant's to investigate outbreaks of epidemic in anticipation of the sanction of the government; He may also depute his staff for plague inoculation duties when found necessary
- The Director as Head of the Institute which has been recognized under section 52 of the Mumbai University Act, 1953, for guiding Post-Graduate students of the University, becomes "Ex-officio" member of the senate.

Chief Administrative Officer:

- To Assist the Director in the day-to-day management of the Institute.
- To act as the secretary of the meetings of the Executive Committee
- To grant various types of leaves to the employees/
- Power regarding crossing of the Efficiency Bar of the employees.
- To authorize the officers and staff to attend seminars, conferences, etc and to draw TA/DA.
- Power of acceptance of offers against open tenders for minor works.
- To conduct negotiations regarding contracts for minor works.
- To sanction rates for extra items or revision of specifications or for increase in quantities in minor works.
- To issue tenders, tender advertisement and acceptance of tender and to sign agreements, contracts, etc. for minor works.
- To fix hire charges for vehicles.
- To sanction expenditure on repairs, maintenance of office equipments, subject to the provision in the Budget.
- Power to incur expenditure on the purchase of office stationery and other items needed by the departments.
- Power to incur expenditure on publication of advertisements and to certify bills.
- To execute service agreements, security bonds from employees.
- Power to fix house rent, service charges, etc.
- To authorize payment of rental charges, monthly bills for telephone, fax, etc. as per the P & T rules.
- To authorize Bus/Train/Taxi fare to employees for local journey in Mumbai.
- To authorize payment of compensation payable under the Act & Rules or Court Order, in consultation with Accounts Officer.
- To pass claims of contractors for minor building works.
- To impose penalty on building contractors (civil, electrical, mechanical) as per the terms of contract.
- To make officiating appointments in the leave vacancies of all posts other than that of officers and to fix initial pay of such persons in accordance with HITRT rules.
- To issue orders notifying the appointments to various posts, the selection of candidates, which has been approved by the director
- To notify orders of promotion of departmental candidates approved by the director
- To issue orders regarding deputation, training and grant of rewards and all other establishment matters (subject to the approval of the director)
- Power to sanction uniforms to staff and other protective clothing (on recommendation of HOD's)

Accounts Officer:

- Powers with regards to the Budget allocation and routine accounting work of the institute.
- Powers regarding pension and other retirement benefits, subject to Rules.
- Powers regarding maintenance of the Service book of the employees.
- Powers regarding TA/DA, subject to rules.
- Powers regarding signing of pay bills, TA bills, Advance bills, GPF bills, O.T. bills, Contingent bills, etc.
- Power to incur expenditure on the purchase of office stationery and other items needed by the department.
- Compilation of annual accounts statement.
- Budget estimates (Govt.) and appropriation account.

Office Superintendent:

- To assist the CAO and Director in his day-to-day work.
- Supervising inward and outward work of the institute.
- Daily checking of the entire post received by the institute and submitting the same to the CAO and the Director.
- Supervising the day to day establishment and administrative work such as the office orders, letters, notes and other correspondence.
- To put up the administrative notes to CAO regarding the routine jobs with reference to the rules and regulations of the institute.
- To attend union matters and to put up the notes on complaints, grievances, appeals, etc. to the management.
- To assist CAO and Director in conducting periodical meetings of the Governing Council of the institute. To put up proposals for the appointment of the members of the Governing Council and other internal committees and renewal of their terms, etc.
- To assist CAO in conducting periodical meetings of the E.C. and implementation of the decisions taken in said meetings.
- To attend Assembly question concerning to the institute and prepare the replies for submitting to the government.
- To control the movement of vehicles of the institute and arrange for their repairs, etc.
- To do the confidential and important work assigned by the Director, CAO, etc. from time to time.

Stores Superintendent:

- Overall supervision over the work of the Stores Section.
- Preparation and issue of the tender enquiries, tabulation and draft orders.
- Correspondence with regard to the purchase of domestic and import items, Banking works, Income tax, Customs Duty exemption, R&D recognition application.
- Drafting Purchase Committee proposals.
- Issue of the material receipt vouchers.
- Follow up of the import and local purchases.
- Maintenance of records of P.D.A., import, etc.

Head, Department of Bacteriology:

- To control the activities of the department in consultation with the Director
- To undertake Testing, Research and Training activities in the department.
- To supervise and guide the day to day work in the department.
- To draft the Annual Report and the Budget of the department and submitting the same to the Director.
- To provide assistance in the training programme of the institute.

Head, Department of Clinical Pathology & Biochemistry:

- To control the activities of the department in consultation with the Director
- To undertake Testing, Research and Training activities in the department.
- To supervise and guide the day to day work in the department.
- To draft the Annual Report and the Budget of the department and submitting the same to the Director.
- To provide assistance in the training programme of the institute.

Head, Department of Pharmacology, Bioavailability Studies & Toxicology:

- To control the activities of the department in consultation with the Director
- To undertake Testing, Research and Training activities in the department.
- To supervise and guide the day to day work in the department.
- To draft the Annual Report and the Budget of the department and submitting the same to the Director.
- To provide assistance in the training programme of the institute.

Head, Department of Testing and Chemical Analysis Unit:

- To control the activities of the department in consultation with the Director
- To undertake Testing, Research and Training activities in the department.
- To supervise and guide the day to day work in the department.
- To draft the Annual Report and the Budget of the department and submitting the same to the Director.
- To provide assistance in the training programme of the institute.

Head, Department of Virology and Immunology:

- To control the activities of the department in consultation with the Director
- To undertake Testing, Research and Training activities in the department.
- To supervise and guide the day to day work in the department.
- To draft the Annual Report and the Budget of the department and submitting the same to the Director.
- To provide assistance in the training programme of the institute.

Head, Department of Zoonosis:

- To control the activities of the department in consultation with the Director
- To undertake Testing, Research and Training activities in the department.
- To supervise and guide the day to day work in the department.
- To draft the Annual Report and the Budget of the department and submitting the same to the Director.
- To provide assistance in the training programme of the institute.

Technical Assistant:

- To supervise and guide the work of Class III and Class IV employees in the department.
- To supervise the work related to dead stock articles, instruments and raw materials supplied by the Stores section of the institute.
- To conduct the routine testing and research work in the department.
- To undertake other necessary technical jobs in the department.
- To assist in the training programme of the institute.
- To do the technical works related to the research work in the department.
- To supervise the work related to the Animal House of the department
- To do the jobs assigned by the HOD and other seniors from time to time.

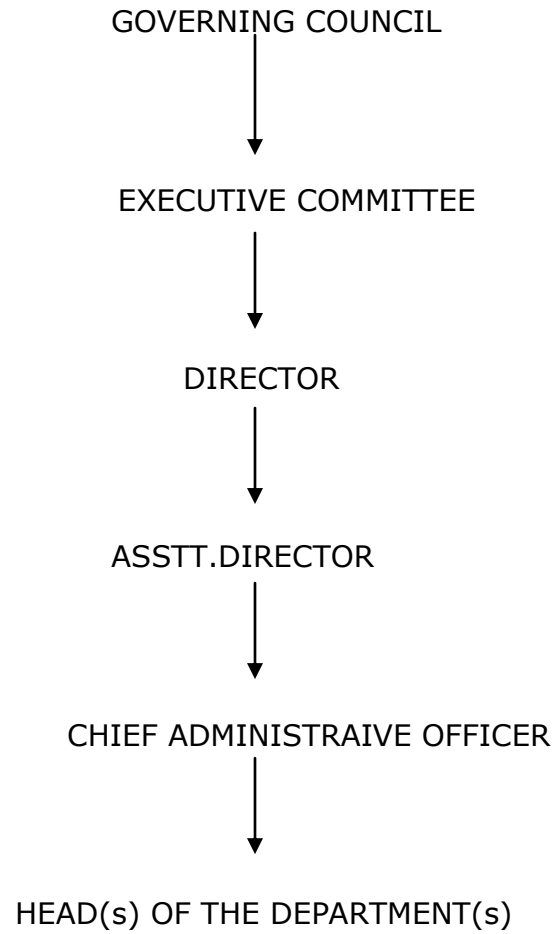
Office Assistant:

- Marking of the post.
- Putting and Maintaining leave orders of the staff
- Attending to various establishment work
- Assist Office Superintendent in his day to day work
- Maintain personal files in respect all staff of the institute
- Maintain petty cash advance accounts and register thereof.
- Maintaining various files.

Laboratory Attendant:

- To maintain cleanliness in the department.
- Daily cleaning the tables, instruments, etc. in the laboratory of the department.
- Work related to the daily maintenance of the Animal house.
- To assist Officers and other staff in the department in carrying out their day to day technical works.
- To hand over the testing samples received by the department to the concerned person in the department.
- To bring the materials, instruments, etc from the Stores Section as per the requirements of the department.
- To call P.W.D. people from time to time, for undertaking the repairs in the department.
- To do the jobs assigned by the HOD and other seniors from time to time.

(III) The procedure followed in decision making process, including channels of supervision and accountability:



(IV) The norms set by it for the discharge of its functions.

The functions, duties and powers of each post have been duly recognized and are accounted for on routine basis. Every year each department is required to submit the Annual Report of his department based on the activities and functions carried out in the previous year. The reports of all the departments are collected and are included in the Annual Report of the institute.

(V) A statement of the categories of documents that are held by it or under its control .

All the correspondence made and received by the institute is filed properly according to the subject.

- (VI) **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.**

Any member of the public can approach to the Chief Administrative Officer for his/her complaint, suggestion, etc. The valid suggestions are, in turn, conveyed to the Director, who in turn discusses the issue with the Executive Committee and if passed by the Executive Committee, the proposal is submitted to the Governing Council for the final approval or disapproval.

- (VII) **A statement of the boards, councils, committees and other bodies 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.**

Various Committees formed at the Haffkine Institute:

01. Governing Council
02. Executive Committee
03. Institutional Animal Ethics Committee
04. Institutional Ethics Committee
05. Purchase Committee
06. Advisory Council for the Research
07. Departmental Promotion Committee
08. Accommodation Committee
09. Write-off Committee
10. Mahila Takrar Nivaran Committee
11. Safety Committee

Though the meetings of these meetings are not open for the general public, the minutes of meetings of such committees may be made available to the members of the public if requested through proper channel.

(VIII) A directory of its officers and employees.

01. **Director**
Dr. Abhay S. Chowdhary
02. **Dy. Director**
Vacant
03. **Chief Administrative Officer**
Shri Dinesh B. Malekar
04. **Accounts Officer**
Mrs. Vidya Sankhe
05. **Stores Superintendent**
Shri. D.R. Bidave
06. **Office Superintendent**
Shri. P.R. Khandait
07. **Head, Department of Clinical Pathology & Biochemistry,**
Dr. S. P. Vaidya

Dr. (Mrs.) Rosalinda A. Marita
08. **Head Department of Pharmacology, Bioavailability Studies
and Toxicology,**

Vacant
09. **Head, Department of Testing and Chemical Analysis Unit**
Dr. A. S. Bobade
10. **Head, Department of Virology and Immunology**
Dr. Abhay S. Chowdhary
11. **Head, Department of Zoonosis**
Dr. (Ms) M. L. Ramaiya