

Government of Tamil Nadu
Department of Indian Medicine
and Homœopathy
Arumbakkam P.O., Chennai - 600 106

MANUAL UNDER RIGHT TO
INFORMATION ACT
2005

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 1

Introduction

1.1	<p>In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Indian Medicine and Homœopathy, Chennai has brought out this manual for information and guidance of the stakeholders and the general public.</p>
1.2	<p>The purpose of this manual is to inform the general public about this Department's organizational set-up, functions and duties of its officers and employees, records and documents available with the Department except records pertaining to disciplinary cases and any request shall be dealt with as per the Act.</p>
1.3	<p>This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Indian Medicine and Homœopathy and the organizations under its administrative control.</p>
1.4	<p>The Department of Indian Medicine and Homœopathy has designated Tmt. S. Vasantha, Deputy Director [Administration] i/c, as its Public Information Officer (PIO) for all matters concerning the Department.</p>
1.5	<p>A person requiring any information under the Act may contact Tmt. S. Vasantha, Deputy Director [Administration] i/c, Department of Indian Medicine and Homœopathy, Arumbakkam, P. O., Chennai - 600 106. Her Office telephone Nos. 2621 4844; 2628 1563; 2652 3310 [Residence].</p>
1.6	<p>The procedure and fee structure for getting information are as under:-</p> <p>(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.50/- by cash or by demand draft or banker's Cheque. The Public Information Officer shall credit the amount to the following head of account :-</p> <p style="text-align: center;">"0075.00 Miscellaneous General Services - 00.Other receipts - BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005" (DPC 0075 00 800 BK 0006)"</p>

	<p>The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the Chalan to the Public Information Officer as an evidence for having remitted the fee.</p> <p>(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.</p> <ul style="list-style-type: none"> i) Rupees two for each page (in A-4 or A-3 size paper) created or copied; ii) Actual charge or cost price of a copy in larger size paper; iii) Actual cost or price for samples or models; and iv) For inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter. <p>(c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.</p> <ul style="list-style-type: none"> i) For information provided in diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy; and ii) For information provided in printed form, at the price fixed for such publication.
1.7	<p>Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.</p>
1.8	<p>The Department has designated Dr. G. Ganapathy, Joint Director, as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-</p> <p style="text-align: center;">Dr. G. Ganapathy, M. D. [Siddha] Joint Director Department of Indian Medicine & Homœopathy Arumbakkam P. O.Chennai - 600 106 Phone: Off. 2621 4844, 2628 1563 Res. 2628 6500 Cell. 94441 82228</p>

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

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Chapter - 2 [Manual - 1]

Particulars of Organization, Functions and Duties

1.	Objective / Purpose of the Public Authority	<p style="text-align: center;">" FOOD IS MEDICINE - MEDICINE IS FOOD "</p> <p>this holistic principle of our Reverent Siddhars has become the motto of this Department. The world is witnessing a renaissance of the traditional systems of Medicines. The World Health Organization has estimated that 70% of the world population is still depending on traditional systems of Medicine to meet its health care needs. Thanks to the exorbitant cost of the modern system and its high incidence of toxicity and side effects, people are looking at the safer and cost-effective, Traditional Systems of Medicine.</p> <p style="text-align: center;">Much of the old valuable scriptures have been lost and what exists is commonly decided by modern medical practitioners as not science. With a view to revive these holistic systems, the Government of Tamil Nadu have committed itself to the rejuvenation of these systems with special emphasis on the Siddha System of Medicine which is indigenous to this State and an integral part of Tamil Literature and Culture. In order to give more thrust for the growth of these systems, the Government of Tamil Nadu formed the "Department of Indian Medicine and Homœopathy" in the year 1970. The Department is responsible for teaching as well as for providing health care in six systems of conventional medicine viz., Siddha, Ayurveda, Unani, Naturopathy, Yoga, and Homœopathy.</p>
2.	Mission / vision Statement of the Public Authority	<p>This Department functions as the nodal Department for the all round development of Indian Systems of Medicine and Homœopathy in the State of Tamil Nadu. The basic objective of the Department is to implement the polices, laws, regulations and programmes formulated by the Government of Tamil Nadu. The aim is to improve the delivery of Health care through the Insdian Systems of Medicine and Homœopathy and Medical education development. Accordingly, this Department is implementing various programmes and schemes to achieve the above objective.</p> <p>The Main objectives of the department are:</p> <ol style="list-style-type: none">1. Extending the Siddha Wings from district

		<p>level to the Primary Health Centres or other Indian Medicine and Homœopathy Dispensaries so as to afford medical treatment to the Rural Public at comparatively cheaper cost.</p> <ol style="list-style-type: none"> 2. Making improvements to the existing Government Indian System of Medicine and Homœopathy Medical Colleges and thereby improving the standard of Medical Education in these systems. 3. Opening of new Medical Colleges in these systems. 4. Encouraging research and development programmes in these systems of Medicines. 5. Making arrangements to grow medicinal herbs and manufacturing essential drugs. 6. Controlling the growth of sub-standard institutions and 7. Improving the standard Medical Education in Private sector.
3.	Brief History of the Public Authority and context of its formation.	<p>The Department of Indian Medicine and Homœopathy was started functioning as a full-fledged department with effect from 01.06.1970. The main object is to popularize the indigenous medicine systems viz., Siddha, Ayurveda, Unani, Nautropathy, Yoga and Homœopathy among the general public of the state projecting the greatest advantage of "No side effects". As on date the department caters the needs of the people through its wide spread Indian System of Medicine Wings at various levels viz.,</p> <p>Hospitals / Wings with Inpatients beds</p> <ul style="list-style-type: none"> → 250 bedded Hospital attached to Government Siddha Medical College, Palayamcottai, Tirunelveli. → 229 bedded Hospital attached to Arignar Anna Government Hospital of Indian Medicine, Chennai. → 50 bedded Hospital attached to Government Homœopathic Medical College, Thirumangalam, Madurai District. → 35 bedded Hospital attached to Arignar Anna Government Hospital of Indian Medicine, Chennai. → 25 bedded ward in Medical College Hospital Vellroe. → 25 bedded Siddha Wards in District Headquarters Hospitals in the Districts of Erode, Nagappattinam, Dindigul, Kancheepuram, and Thiruppur. → 16 bedded Siddha Ward in Medical College Hospital,

		<p>Tuticorin.</p> <ul style="list-style-type: none"> → 16 bedded Siddha ward in District Headquarters Hospitals in the Districts of Nammakkal, Villupuram, Virudhunagar, Kumbakonam, Thiruvavarur, Karur, Mettur, and Sivagangai. → 15 Bedded ward Siddha at Taluk Hospital, Chidambaram, Cuddalore Dt. → 16 bedded ward Siddha at Non-Taluk Hospital, Kadaiyanallur. → 15 bedded Siddha Ward in District Headquarters Hospitals in the Districts of Ramanathapuram, Dharmapuri and Cuddalore. → 100 bedded Ayurveda Hospital attached to Government Ayurveda Medical College, Nagercoil* 							
		Sl. No.	Wings	Siddha	Homoeopathy	Unani	Ayurveda	Yoga & Naturopathy	Total
		1.	Government Indian System Medical Institutions	2	1	1	1*	1	5
		2.	Major Hospitals	2	1	--	--	--	3
		3.	Wings attached to allopathic Medical Colleges	4	--	--	1*	--	3
		4.	Wings attached to District Headquarters Hospitals	29	27	5	6	--	67
		5.	Wings attached to Non-Taluk Hospitals	75	--	4	1	--	80
		6.	Wings attached to Taluk Hospitals	161	7	--	--	--	168
		7.	Wings attached to Primary Health Centres	391	3	12	20	--	426
		8.	Government Dispensaries	11	5	--	6	--	22
		9.	Government Rural Dispensary	21	--	--	--	--	21
		10.	Government Dispensary under Tribal Sub-Plan	7	--	--	--	--	7

		11. E. S. I. Dispensaries	2	--	--	--	--	2
		12. Mobile Medical Unit under TSP	1	--	--	--	--	1
		13. Research Units	5	--	--	--	--	5
		14. Pharmacies	3	--	--	--	--	3
		TOTAL * proposed	714	44	22	33	1	814
4.	Duties of the Public Authority	Given under Manual 3						
5.	Main activities / functions of the Public Authority	To introduce new schemes in the health care delivery system, establishing Indigenous Medical Educational institutions and selection of students to the indigenous medical institutions both in the government sector and Private sector.						
6.	List of services being provided by the Public Authority	<ul style="list-style-type: none"> • Delivery of Indigenous Health care system • Maintaining the Indigenous Medical Education institutions in the Government Sector. • Manufacturing of Medicines 						
7.	Organizational Structure Diagram at various levels namely State, Directorate, Region, District, Block etc., [which ever is applicable]	Organizational Chart and Administrative Setup Chart are furnished at the end of this manual for ready reference.						
8.	Expectation of the Public authority from	Public are expected to avail the medical facilities given at various level.						

	the public for enhancing its effectiveness and efficiency	
9.	Arrangements and methods made for seeking public participation / contribution	At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation through the public representatives is there in Hospital Advisory committees constituted by the Hospitals functioning under the control of this department. Department. The suggestions and views on policy matters and programmes received from the public / Non-Governmental Organizations are given due weightage while forwarding the proposals to Government by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.
10.	Mechanism available for monitoring the service delivery and public grievance resolution.	The mechanism of monitoring the service delivery is done through the administrative setup at various level and the same may be seen the organizational chart of the department at the end of chapter - 1. Regarding the grievances the petition received from the public are dealt through the administrative setup duly calling for report on the action taken on the petition.
11.	Addresses of the main office and other offices at different levels [please	Directorate of Indian Medicine and Homœopathy, Arumbakkam P. O., Chennai - 600 106 Regarding the other subordinate offices, the details are available under chapter 10 [Manual - 9]

	categorize the address district wise for facilitating the understanding by the user].	
12.	Morning hours of the office Closing hours of the office	10.00 am to 01.30 pm [Lunch Break: 01.30 pm to 02.00 pm] 02.00 pm to 05.45 pm

Department of Indian Medicine and Homœopathy

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Chapter - 3 [Manual - 2]

Particulars of Organization, Functions and Duties

Designation	Special Commissioner of Indian Medicine and Homœopathy	
Powers	Administrative & Disciplinary	<ol style="list-style-type: none">1. To appoint, the Group 'D' employees in the scale of pay of Rs. 2550 - 55 - 2610 - 60 - 3200 to 2610 - 60 - 3150 - 65 - 3540 2.2 and Group 'C' employees in the scale of pay of Rs. 3050 - 75 - 3950 - 80 - 4590 to 4500 - 125 - 70002. Declaration of probation in respect of above employees and Assistant Medical Officer of all systems.3. To Promote employees up to the scale of Rs. 5300 - 150 - 83004. To transfer employees up to the scale of Rs. 8000 - 275 - 135005. To permit the employees to retire on Superannuation / accepting Voluntary Retirement / Resignation / Medical Invalidation in respect of the categories for which the Special Commissioner of Indian Medicine and Homœopathy is the appointing authority. Where ever Government is the appointing authority, proposals are sent for the issue of orders.6. To sanction Part final withdrawal [60%] to all employees in Group 'A', 'B', 'C', AND 'D' with reference to GPF rules.7. To sanction Temporary advance [60%] to all 'A' and 'B' Group employees of the Directorate and to the Head of Offices of the Subordinate institutions.8. To impose minor penalties on employees up to the scale of pay of Rs. 12000 - 375 - 16500 except the second level officer in the Department and to impose both the major and minor up to the scale of pay of Rs. 5300 -

		<p>150 - 8300.</p> <p>9. To dispose of the Review / Appeal petition preferred by the employees punished by the subordinate officers.</p> <p>10. Sanction of arrears claims for more than six years without pre-audit by Accountant General.</p> <p>11. To counter sign the T. A Bills of the Joint Director and Principals of the attached Medical Colleges.</p>
	Financial	<p>1. Full powers subject to Budget provision towards purchase of Machinery and Equipments, Linen, Washing Materials / Stores, Dietary articles, Raw drugs, Servicing and Repairs of Machineries, Furniture and Crockeries.</p> <p>2. Rs. 50000/- ceiling without reference to Director of Stationery and Printing rates on settlements of bills on printing of ISM Books, Periodicals, Journals, etc.</p> <p>3. Up to Rs. 2500/- towards write-off losses of irrecoverable value of stores and furniture, Medicine stocks through fraud negligence or other cases.</p>
Duties / Functions		<p>The Special Commissioner is the head of office. He is responsible for the careful observance of the Tamil Nadu Medical Code and Fundamental Rules, Tamil Nadu Service Manual, etc., in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Joint Director, Deputy Director [Administration] and all others working in the department and is responsible to see that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all-important matters should be dealt with in consultation with the Special Commissioner who is the over all incharge of the Department.</p> <p>Transfer counseling for the posts of Assistant Medical Officer in all systems and Pharmacists in all systems is being conducted during the quarters January, April, July and October every year as per the guidelines issued in G. O. Ms. No. 2143 Health dated 08,10,2002 In respect of filling up of the promotional posts also counseling for posting is being conducted and then and posts are</p>

		<p>filled up by the Special Commissioner of Indian Medicine and Homœopathy where ever he is the appointing authority. In cases where Government is the appointing authority after conducting counseling for postings, suggestion for postings is being recommended to Government for issue of orders. In respect of filing up of the Assistant Medical Officer in all systems estimate of vacancy is being sent to Government and government in turn will address the TNPSC for notification for conducting the competitive examination for filling up of the vacancies in IM&H Department. In exceptional cases where the guidelines could not be followed Government orders are obtained towards effecting transfer in extraordinary circumstances depending on the cases and the above orders are notified in the Notice Board and Website.</p> <p>The translation scheme of Siddha and Unani carried out only with part-time translators with page wise remuneration rates. The translation of Siddha books were commenced in the year 1992 and till date 15 books in Siddha were translated. Printing of translated books are also carried out. The Ayurveda translation work was commenced in the year 1983 with a set of full time contract staff with one honorary Special Officer [Translation (Ayurveda)]. So far 6 books were printed and published in Tamil. The Unani translation was commenced in the year 1998 and translations of Urudu books in Tamil is under process.</p>
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Designation	Joint Director of Indian Medicine and Homœopathy	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of all kinds of leave without substitute, sanction of increments, declaration of Probation, sanction of Selection -Grade and permission to acquire property as required in Government Servants' Conduct Rules in respect of officers in the cadre of Group 'A'. 2. Sanction of T. A. Bills in respect of the Deputy Director [Administration], Assistant Director and Hospital Superintendent.

	Financial	<ol style="list-style-type: none"> 1. Full powers towards advertisement charges 2. Full Powers towards the maintenance and fuel consumption of Motor Vehicles 3. Up to Rs. 10000/- towards purchase of Medicines, Purchase and repair of Apparatus, Instruments, Equipments, Linen. 4. Up to Rs. 5000/- towards purchase of Gauze, Bandage Cloth [Medicine], Absorbent Cotton Wool, Soap, other items of dressing, Purchase and repair of Furniture.
Duties		<p>The Joint Director will deal with cases relating to the subjects allotted and submit to Special Commissioner such cases as may be specified. He can send cases for orders direct to the Special Commissioner with reference to the general directions. The Joint Director also exercises control over the sections placed in her / his charge both in regard to dispatch of business and in regard to discipline.</p>

Designation	Deputy Director [Administration] of Indian Medicine and Homoeopathy	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of all kinds of leave without substitute [except C & D group of the Directorate Staff], declaration of Probation, sanction of Selection- Grade and Special-Grade and permission to acquire property as required in Government Servants' Conduct Rules in respect of Officers in the cadre of Group 'B', 'C', and 'D' 2. Is the Vigilance Officer of the Department. 3. To sanction Temporary advance [60%] to all employees in Group 'C' and 'D' in the Directorate. 4. To counter sign the T. A. Bills of All staff of the Directorate and District Siddha Medical Officers.
	Financial	
Duties		<p>The Deputy Director [Administration] will deal with cases relating to the subjects allotted and submit to Special Commissioner such cases as may be specified. He / She can send cases for orders direct to the Special Commissioner with reference to the general directions. The Deputy Director [Administration] also exercises control over the sections placed in her</p>

		/ his charge both in regard to dispatch of business and in regard to discipline.
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Designation	Assistant Director of Indian Medicine and Homœopathy	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of all kinds of leave to the staff of the Directorate belonging to C & D Group wherever posting of substitute is not involved. 2. Sanction of increments to staff belonging to C & D group of the Directorate.
	Financial	<ol style="list-style-type: none"> 1. Up to Rs. 1000/- towards the purchase of Stationery item and other contingencies 2. Full expenditure towards the Purchase of News paper to the Head of the Department 3. Full expenditure towards the Telephone rental and Call charges 4. Full expenditure towards the electricity consumption charges
Duties		<p>The Assistant Director is the drawing officer for the Directorate and he / she will draw and disburse all kinds of bill submitted for claim with the Pay and Accounts Officer [South], Chennai. He / She is dealing with cases relating to the subjects allotted and submit to Special Commissioner through the Deputy Director [Administration] such cases as may be specified. He / She can send cases to the Special Commissioner with reference to the general directions through the Deputy Director [Administration]. The Assistant Director also exercises control over the sections placed in her / his charge both in regard to dispatch of business and in regard to discipline.</p>

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Chapter - 4 [Manual - 3]

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

Name / Title of the Document	Brief Write-up on the Document
The Tamil Nadu District Office Manual.	The manual describes the system and procedures to be followed in conducting the office work in the Department of Indian Medicine and Homœopathy.
The Tamil Nadu Medical Code	This manual contains the rules framed by the Health Department for the guidance of smooth administration of Medical Relief and Medical Education, and the guidelines on the duties and responsibilities of the Medical Officers and Para-Medical Staff.
The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments under the State Government in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.
Tamil Nadu State and Subordinate Service Rules.	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
Tamil Nadu Civil Services (Discipline and Appeal) Rules.	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
Tamil Nadu Government Servants Conduct Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
Tamil Nadu Pension Rules.	The rules are made in relation to the pensionary benefits to the members of civil service of the State.

Fundamental Rules.	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.
Tamil Nadu Financial Code.	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
Tamil Nadu Account Code.	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
Tamil Nadu Treasury Code.	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
Tamil Nadu Basic Service Manual	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of Basic Services.
From where one can get a copy of rules, regulations, instructions, manual and records	The above Rules and Manuals are available with The Director of Stationery and Printing Department of Stationery and Printing No. 110, Anna Salai Chennai - 600 002 Telephone No.: 044 - 2852 0038 - 41 Fax : E-mail : Others :
Fee charged by the department for a copy of rules, regulations, instructions manual and records [if any]	The cost of the above rule and manual books are available with the Director of Stationery and Printing at the above address

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Chapter - 5 [Manual - 4]

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

Formulation of Policy

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation through the public representatives is there in Hospital Advisory committees constituted by the Hospitals functioning under the control of this department. Department. The suggestions and views on policy matters and programmes received from the public / Non-Governmental Organizations are given due weightage while forwarding the proposals to Government by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

Implementation of Policy

At present there is no formal mechanism to seek consultation / participation of public in the implementation of policies of this Department. However, their participation through the public representatives is there in Hospital Advisory committees constituted by the Hospitals functioning under the control of this department. Department. The suggestions and views on policy matters and programmes received from the public / Non-Governmental Organizations are given due weightage while forwarding the proposals to Government by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

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Chapter - 6 [Manual - 5]

A Statement of the categories of documents that are held by it or under its control

Sl. No.	Category of the Document	Name of the Document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	Application to be submitted with the Public Information Officer	Pubic Information Officer
2.	Under-graduate Medical Education Counseling Selection list.	Contains the details of candidates allotted to various colleges both Government and Private Colleges in various discipline of Indian System of Medicine.	Application to be submitted with the Public Information Officer	Pubic Information Officer
3.	Post-graduate Medical Education Entrance Exam Results and Counseling Selection list.	Contains the details of candidates appeared for the exam, their marks in respect of Entrance Exam. Details of candidates allotted to Chennai or Palayamcottai Medical College in the Siddha Discipline	Application to be submitted with the Public Information Officer	Pubic Information Officer
4.	List of Medical Educational institutions conducting BSMS / BAMS / BHMS / BNYS /	Contains the details of the names of the approved Medical Colleges in the Indian System of Medicine viz., Siddha, Ayurveda, Homœopathy, Unani, and Yoga & Naturopathy Colleges both the Government and Private	Application to be submitted with the Public Information Officer	Pubic Information Officer

	BUMS courses.	Colleges		
5.	List of Institutions conducting one year Certificate courses for Yoga Teacher.	Contains the details of the names of the approved institutions conducting one year Certificate Courses for Yoga Teacher.	Application to be submitted with the Public Information Officer	Pubic Information Officer
6.	Important G. Os.	Issued by the Health and Family Welfare Department in respect of the Department of Indian Medicine and Homœopathy from time to time.	Application to be submitted with the Public Information Officer	Pubic Information Officer. Also available in the website www.tn.gov.in .

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Chapter - 7 [Manual - 6]

A Statement of Boards, Council, Committees and other bodies constituted as its part

Name and Address of the Affiliated Body	Selection Committee
Type of Affiliated Body [Board, Council, Committees, other Bodies]	Committee
Brief Introduction of the Affiliated Body [Establishment year, Objective / Main Activities]	Started in the year 1985. To select the candidates for the course of P. G. & U. G. [Post Graduate course in Siddha only]. Under Graduates courses in Siddha, Ayurveda, Unani, Yoga & Naturopathy and Homœopathy. The above committee will be constituted every year by the Government.
Role of the Affiliated Body [Advisory / Managing / Executive / Others]	Executive Committee. Selection process of Post-graduate and Under-graduate Courses
Structure and Member Composition	Chairman - Special Commissioner of Indian Medicine and Homœopathy Secretary and - Joint Director of Indian Medicine Homœopathy Members - Teaching faculties are appointed as members then and there.
Head of the Body	Chairman
Address of main office and its Branches	Office of the Special Commissioner of Indian Medicine and Homœopathy, Arumbakkam P. O., Chennai - 600 106
Frequency of Meetings	At times
Can public	No

Participate in the meetings?	
Are minutes of meeting prepared?	No
Are minutes of meeting available to the public? If yes, please provide information about the procedures to obtain them.	No
Budget Allotment	Does not arise

Name and Address of the Affiliated Body	Tamil Nadu State Medicinal Plant Board Website:
Type of Affiliated Body [Board, Council, Committees, other Bodies]	Executive / Advisory Body
Brief Introduction of the Affiliated Body [Establishment year, Objective / Main Activities]	The Tamil Nadu State Medicinal Plant Board constituted in G. O. Ms. No. 104 Health and Family Welfare Department dated 06.06.2002 with the following objectives <ul style="list-style-type: none"> → To bring about sustainable and equitable development of Medicinal Plants with focus on cost effective cultivation methods, conservation and processing of Medicinal Plants and their products. → To carry out Research and Development in identifying new varieties of Medicinal of Medicinal Plants. → Exploring the market potentiality of end products of Medicinal Plants both within the country and abroad. To explore the possibility of securing Patents rights for therapeutic value of Medicinal Plants.
Role of the Affiliated Body [Advisory /	Plants → To achieve the above objectives, the Medicinal Board will carry out the following functions. → To encourage and assist it the establishment of

<p>Managing / Executive / Others]</p>	<p>demonstration Gardens for Medicinal Plants in Government / Private teaching institutions and Pharmacies</p> <ul style="list-style-type: none"> → To Co-ordinate with Agricultural Universities and other Research Organizations for drawing up of a collaborative programmer to encourage cultivation of Medicinal Plants particularly Plants which are in short supply. → To access Annual Consumption of Plants based on raw drugs in the State developmental programme for Medicinal Plants → To formulate schemes for shot term training programme for Farmers Operative Societies and Tribal Population on Agro Techniques, collection harvesting and storage of Medicinal Plants → And such of those functions which the Medicinal Plants Board consider essential for development of Medicinal Plants in the State → The expenditure for the formation of the Medicinal Plants Board and incidental expenditure should be borne by TAMPCOL, Chennai.
<p>Structure and Member Composition</p>	<p>Hon'ble Health Minister for Health, Tamil Nadu - Chairman The secretary, Health and Family Welfare Department, Chennai - Vice-Chairman The Director of Indian Medicine and Homœopathy, Chennai - Member Secretary The Secretary to Government , Finance Department, Chennai - Member The Secretary to Government, Agriculture Department, Chennai - Member The Secretary to Government, Forest and Environment Department, Chennai - Member The Principal Chief Conservator of Forests, Chennai - Member The vice-chancellor, Tamil Nadu Agricultural University, Coimbatore - Member The Director of Horticulture, Chennai - Member</p>
<p>Head of the Body</p>	<p>The Director of Indian Medicine and Homœopathy, Chennai - is the Executive Head.</p>
<p>Address of</p>	<p>Office of the Special Commissioner of Indian Medicine and</p>

main office and its Branches	Homœopathy, Arumbakkam P. O., Chennai - 600 106 Office of the Special Commissioner of Horticulture Department, Chepauk, Chennai - 600 005 - Nodal Officer of the State Medicinal Plants Board.
Frequency of Meetings	Once in three months
Can public Participate in the meetings?	There is no specific Mechanism for the participation of the public.
Are minutes of meeting prepared?	Yes
Are minutes of meeting available to the public? If yes, please Provide information about the procedures to obtain them.	No
Budget Allotment	The National Medicinal Plants Board [Nucleus Fund] has sanctioned a sum of Rs. 10 lakhs as one time grant for the following activities of the State Medicinal Plants Board, viz., Equipments, Creation of Website, purchase of Books, etc.

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 8 [Manual - 7]

The Names, Designations and other particulars of the Public Information Officers

Department: Indian Medicine and Homœopathy, Chennai - 600 106

Office: O/o the Special Commissioner of Indian Medicine and Homœopathy,
Chennai - 600 106.

Name of the public Authority: Special Commissioner of Indian Medicine and
Homœopathy

Assistant Public Information Officer:

Sl. No.	Name	Designation	STD code	Phone No.		Fax	Email	Address
				Office	Home			

Public Information Officer:

Sl. No.	Name	Designation	STD code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Tmt. S. Vasantha	Deputy Director [Administration]	044	2621 4844	2652 3310	(0091) - 044 - 2620 6223		Office of the Special Commissioner of Indian Medicine and Homœopathy, Chennai - 600 106 Dated:

Department Appellate Authority:

Sl. No.	Name	Designation	STD code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Dr. G. Ganpathy	Joint Director	044	2621 4844	2652 3310	(0091) - 044 - 2620 6223		Office of the Special Commissioner of Indian Medicine and Homœopathy, Chennai - 600 106 Dated:

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 9 [Manual - 8]

Procedure followed in Decision Making Process

What is the procedure followed to take a decision for various matters? [A reference to Secretariat Manual and Rule of Business Manual, and Other rules / regulations etc can be made]	For decision making at Department level, a high level committee comprising the Special Commissioner of Indian Medicine and Homœopathy as Head and Joint Director, Deputy Director [Administration], Assistant Director and Assistant Accounts officer is constituted and decisions are taken
What are the documents procedures / laid down procedures / Defined criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?	General Office procedures are adopted i.e., file system
What are the arrangements to communicate the decision to the Public?	The decisions are not communicated to the public
Who are the Officers at various levels whose opinions are sought for the process of decision making?	[In ascending Order] Assistant Accounts Officer [Financial, Budget] Assistant Director [Office Procedures] Deputy Director [Administration] Joint Director [Technical] Special Commissioner [Head of the Department]
Who is the final authority that vets the decision?	At Department level, Head of the Department / Special Commissioner and at State level Government.
Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.	
Sl. No.	
Subject on which the decision is to be taken	
Guideline / Direction , if any	

Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision where and how to appeal	

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 10 [Manual - 9]

Directory of Officers and Employees

State / Department Level

Sl. No	Name	Designation	STD Code	Phone No		Fax	Email	Address
				Office	Home			
1.	Thiru.R. Vijaykumar, IAS	Special Commissioner	044	2621 4718 2621 4949	2442 6711 98404 26711	0091 - 004 - 2620 6223	rvijay@tn.nic.in	Department of Indian Medicine and Homœopathy , Arumbakkam P. O., Chennai - 600 106
	Dr. G. Ganapathy, M. D. [Siddha]	Joint Director	044	2621 4844	2628 6500 94441 82228	"		Department of Indian Medicine and Homœopathy , Arumbakkam P. O., Chennai - 600 106
2.	Tmt. N. Vasantha	Deputy Director [Admn.] i/c	044	2621 4844	2652 3310	"		Department of Indian Medicine and Homœopathy , Arumbakkam P. O., Chennai - 600 106

3.	Tmt. N. Vasantha	Assistant Director	044	2621 4844	2652 3310	"		Department of Indian Medicine and Homœopathy , Arumbakkam P. O., Chennai - 600 106
4.	Thiru. S. Kumaradass	Assistant Accounts Officer	044	2621 4844	2623 1263	"		Department of Indian Medicine and Homœopathy , Arumbakkam P. O., Chennai - 600 106

Medical Education Institution & Hospital Level

Sl. No.	Name	Designation	STD Code	Phone No		Fax	Email	Address
				Office	Home			
1.	Dr. M. Dinakaran	Principal,	0462	257 2736 257 2737 257 2738	Home			Government Siddha Medical College, Palayamcottai, Tirunelveli - 627 002
2.	Dr. S. P. Pandiperumal	Principal,	044	2621 4844				Government Siddha Medical College, Arumbakkam P. O., Chennai - 600 106
3.	Dr. V. C. Vaithilingam	Principal,	0459	280 079	93667 00110			
4.	Dr. Aziz Basha	Principal i/c,	044	2621 4844	98941 36040			Government Unani Medical College,

	Usaini							Arumbakkam P. O., Chennai - 600 106
5.	Dr. S. Rajamony	Director,	044	2621 4844	98401 29437			Department of Varma, Arignar Anna Government Hospital of Indian Medicine Campus, Arumbakkam P. O., Chennai - 600 106
6.	Dr. N. Manavalan	Nodal Officer	044	2621 4844	2491 1111			Government Yoga and Naturopathy Medical College, Arignar Anna Government Hospital of Indian Medicine Campus, Arumbakkam P. O., Chennai - 600 106
7.	Dr. V. K. Devi	Superinten dent i/c	044	2621 4844	2621 4844			Arignar Anna Government Hospital of Indian Medicine,, Arumbakkam P. O., Chennai - 600 106

District Level

Sl. No.	Name	Designation	STD Code	Phone No		Fax	email	Address
				Office	Home			
1.	Dr. P. M. Krishnakumar	District Siddha Medical Officer, Kancheepuram	04112	222 307	94436 28405			Distict Headquarters Hospital Campus, Kancheepuram - 631 501
2.	Dr. S. Rakalakshmi	District Siddha Medical Officer, Vellore	0416	222 2289	94430 38557			Government Pentland Hospital Campus, Vellore - 632 001

3.	Dr. S. Ranganathan	District Siddha Medical Officer, Thiruvannamalai	04175	235 828	94433 63510			District Headquarters Hospital Campus, Thiruvannamalai - 606 601
4.	Dr. N. Sukumar	District Siddha Medical Officer, Villuppuram	04146	223 628	94433 36187			District Headquarters Hospital Campus, Villuppuram - 605 602
5.	Dr. V. Tamarasan	District Siddha Medical Officer, Cuddalore	04142	230 052	94432 12994			District Headquarters Hospital Campus, Cuddalore - 607 001
6.	Dr. C. Rangarajan	District Siddha Medical Officer i/c, Nagappattinam						District Headquarters Hospital Campus, Nagappattinam - 611 001
7.	Dr. C. Rangarajan	District Siddha Medical Officer, Tanjavur @ Kumbakonam	0435	243 0501 243 0002	250 909			District Headquarters Hospital Campus, Kumbakonam, Tanjavur District - 612 001
8.	Dr. K. Pathiban	District Siddha Medical Officer, Pudukkottai	0432	221 775				District Headquarters Hospital Campus, Pudukkottai - 6
9.	Dr. A. Sebasamraj	District Siddha Medical Officer, Trichy	0431	277 1465	277 0497 94435 09548			Annal Gandhi Memorial Hospital Campus, Puthur,

								Trichy - 620 017
10.	Dr. S. Sukumaran	District Siddha Medical Officer, Coimbatore @ Thiruppur	0422		258 0420 94434 30800			District Headquarters Hospital Campus, Thiruppur Coimbatore District - 641 604
11.	Dr. P. Sivasakthivel	District Siddha Medical Officer, Erode	0424	225 8355 225 2356	98427 68158			District Headquarters Hospital Campus, Erode District -
12.	Dr. T. Sarathamani	District Siddha Medical Officer, Salem			[04288] 282 087 94439 44128			Government Mohan Kumaramangala m Medical College Hospital Campus, Salem - 636 0
13.	Dr. P. Karthikeyan	District Siddha Medical Officer, Udagamandalam	0423	200 4037	94431 20442			District Headquarters Hospital Campus, Udagamandalam - 643 001
14.	Dr. A. Rani Vanitha	District Siddha Medical Officer, Dharumapuri	04342	232 089	98429 68854			District Headquarters Hospital Campus, Dharumapuri - 636 701
15.	Dr. P. Sekar	District Siddha Medical Officer, Madurai @ Periyakulam	0451		255 7334 98421 57334			District Headquarters Hospital Campus, Periyakulam, Madurai District
16.	Dr. D. Rani	District Siddha Medical Officer,			98429 68854			Maruthupandi Nagar College Road

		Sivagangai						Compound Sivaganga - 630 561
17.	Dr. G. Rengaraj	District Siddha Medical Officer, Virudhunagar	04566	222 332	94430 93052			District Headquarters Hospital Campus, Virudhunagar - 626 001
18.	Dr. G. Ravindran	District Siddha Medical Officer, Rmanadahpuram						District Headquarters Hospital Campus, Ramanadhapura m - 623 501
19.	Dr. A. Thamayanthi	District Siddha Medical Officer, Thrune veli @ Tenkasi	04633 04636	281 171	222 470 94436 12878			No. 211, Anakkarai Street Tenkasi - 627 811 Thirunelveli District
20.	Dr. M. Augustinal	District Siddha Medical Officer, Kanyakumari @ Nagercoil	04651	250 732				District Headquarters Hospital Campus, Nagercoil, Kanyakumari District.
21.	Dr. S. Mohan Singh	District Siddha Medical Officer, Thoothukudi	0462 04651	239 2698	252 685 98653 45306			Government Tuticorin Medical College Hospital, Tuticorin - 628 003
22.	Dr. M. Mani	District Siddha Medical Officer, Dindigul	0451	243 0066	98652 78418			District Headquarters Hospital Campus, Dindigul - 624 001

Allopathic Medical Colleges attached ISM Wings

Sl. No.	Name	Designation	STD Code	Phone No		Fax	email	Address
				Office	Home			
1.	Dr. R. Akila	Medical Officer Chenglepet Medical College Hospital, Chenglepet	04114	231 909				Government Chenglepet Medical College Hospital Campus, Chenglepet - 603 001
2.		Medical Officer Tanjavur Medical College, Tanjavur	04362	231 221				Government Raja Mirsdar Hospital, Tanjavur.
3.	Dr. S. Arunachalam	Medical Officer Government Rajaji Hospital, Madurai	0452	263 2535	260 1648			Government Rajaji Hospital Campus Madurai - 625 020
4.	Dr. P. Vijay	Medical Officer Coimbatore Medical College Hospital, Coimbatore	0422	230 1393 230 1394				Government Coimbatore Medical College Hospital Campus, Coimbatore - 641 018

Regional Pharmacy

Sl.	Name	Designation	STD	Phone No	Fax	email	
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No.			Code	Office	Home			
1.		Medical Officer Government Regional Pharmacy, Thirumayam, Pudukkottai Dist,						Melur Thirumayam Pudukkottai District.

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 11 [Manual - 10]

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

Office: O/o the Special Commissioner of Indian Medicine and Homœopathy,
Chennai - 600 106.

Sl. No.	Name	Designation	Monthly Remuneration [Scale of Pay]	Compensation / Compensatory Allowance [D. A., HRA., CCA, M.A., etc]	The procedure to determine the remuneration as given in the regulation
1.	Thiru. R. Vijaykumar, Ph D, IAS	Special Commissioner	22400 - 525 - 24500	As per the rates applicable in time	
2.	Dr. G. Ganapathy, M. D. [Siddha]	Joint Director	12000 - 375 - 16500	- do -	
3.		Deputy Director [Admn.]	10000 - 325 - 15200	- do -	
4.	Dr. A. K. Pari	Scrutinizing Medical Officer [Siddha]	9100 - 275 - 14050	- do -	
5.	Dr. Aziz Basha Usaini	Scrutinizing Medical Officer [Unani]	9100 - 275 - 14050	- do -	
6.	Thiru. A. R. Anandan	Special Officer [Translation]	9100 - 275 - 14050	- do -	
7.	Tmt. N. Vasantha	Assistant Director	8000 - 275 - 13500	- do -	
8.	Thiru. S. Kumaradass	Assistant Accounts	6500 - 200 - 11100	- do -	

		Officer			
9.	Thiru. R. Sridhar	Office Superintendent	5700 - 175 - 9200	- do -	
10.	Thiru. T. Raghavan	Office Superintendent	5700 - 175 - 9200	- do -	
11.	Thiru. S. Sankaran	Office Superintendent	5700 - 175 - 9200	- do -	
12.	Tmt. K. Bhuvaneshwari	Office Superintendent	5700 - 175 - 9200	- do -	
13.	Tmt. J. Nalini	Office Superintendent	5700 - 175 - 9200	- do -	
14.	Tmt. K. Kamalakshi	Office Superintendent	5700 - 175 - 9200	- do -	
15.	Thiru. E. Palani	Statistician	5300 - 150 - 8300	- do -	
16.	Tmt. Leela Shanmugam	Assistant	4000 - 100 - 6000	- do -	
17.	Tmt. M. Sulochana	Assistant	4000 - 100 - 6000	- do -	
18.	Thiru. R. Ramchandran	Assistant	4000 - 100 - 6000	- do -	
19.	Thiru. J. Selvarajan	Assistant	4000 - 100 - 6000	- do -	
20.	Thiru. S. Rajasekaran	Assistant	4000 - 100 - 6000	- do -	
21.	Tmt. R. Bhavani	Assistant	4000 - 100 - 6000	- do -	
22.	Tmt. Revathy Sankaran	Assistant	4000 - 100 - 6000	- do -	
23.	Tmt. K. Jayalakshmi	Assistant	4000 - 100 - 6000	- do -	
24.	Thiru. R. Arumugam	Assistant	4000 - 100 - 6000	- do -	
25.	Tmt. P. K. Sasikala	Assistant	4000 - 100 - 6000	- do -	
26.	Thiru. R. Madhavan	Assistant	4000 - 100 - 6000	- do -	
27.	Tmt. S. N. Chitra	Assistant	4000 - 100 - 6000	- do -	
28.	Tmt. R. S. Shanthi	Assistant	4000 - 100 - 6000	- do -	
29.	Tmt. A. Rosalin Mary	Assistant	4000 - 100 - 6000	- do -	
30.	Thiru. Syed Nazeer Ahmed	Assistant	4000 - 100 - 6000	- do -	

31.	Thiru. V. Dhandayuthapani	Assistant Librarian	4000 - 100 - 6000	- do -	
32.	Thiru. R. Renganathan	Computer Operator	4000 - 100 - 6000	- do -	
33.	Thiru. S. Shanakar	Computer Operator	4000 - 100 - 6000	- do -	
34.	Thiru. K. Murali	Junior Assistant	3200 - 85 - 4900	- do -	
35.	Thiru. S. Vadivelan	Junior Assistant	3200 - 85 - 4900	- do -	
36.	Thiru. K. Gopal	Junior Assistant	3200 - 85 - 4900	- do -	
37.	Thiru. M. Rakesh	Junior Assistant	3200 - 85 - 4900	- do -	
38.	Tmt. T. Vijimony	Junior Assistant	3200 - 85 - 4900	- do -	
39.	Tmt. K. Rajalakshmi	Stenographer Gr. II	5000 - 150 - 8000	- do -	
40.	Tmt. S. Panchali	Stenographer Gr. III	4000 - 100 - 6000	- do -	
41.	Tmt. T. V. Lakshmi	Stenographer Gr. III	4000 - 100 - 6000	- do -	
42.	Thiru. M. M Kubendhran	Stenographer Gr. III	4000 - 100 - 6000	- do -	
43.	Tmt. V. Subbulakshmi	Typist	3200 - 85 - 4900	- do -	
44.	Thiru. T. Alagappa Raju	Tamil Pandit	5000 - 150 - 8000	- do -	
45.	Tmt. S. R. Prasanna	Tamil Pandit	5000 - 150 - 8000	- do -	
46.	Thiru. K. Mageshwaran	Copyist	2750 - 3800 - 75 - 4400	- do -	
47.	Thiru. T. Subhash Chandra Bose	Copyist	2750 - 3800 - 75 - 4400	- do -	
48.	Thiru. V. Sarangapani	Copyist	2750 - 3800 - 75 - 4400	- do -	
49.	Tmt. D. Lakshmi	Copyist	2750 - 3800 - 75 - 4400	- do -	
50.	Tmt. N. Bhagyasundhari	Copyist	2750 - 3800 - 75 - 4400	- do -	
51.	Thiru. S. Umakanthan	Driver	3200 - 85 - 4900	- do -	
52.	Thiru. M. Selvam	Driver	3200 - 85 - 4900	- do -	

53.	Thiru. P. Chinnathambi	Record Clerk	2650 - 65 - 3300 - 70 - 4000	- do -	
54.	Thiru. N. V. Venkatesu	Record Clerk	2650 - 65 - 3300 - 70 - 4000	- do -	
55.	Thiru. K. Chandrasekaran	Record Clerk	2650 - 65 - 3300 - 70 - 4000	- do -	
56.	Thiru. K. Narayanasami	Office Assistant	2550 - 55 - 2660 - 60 - 3200	- do -	
57.	Thiru. S. Sampath	Office Assistant	2550 - 55 - 2660 - 60 - 3200	- do -	
58.	Thiru. C. Etyy	Office Assistant	2550 - 55 - 2660 - 60 - 3200	- do -	
59.	Thiru. S. A. Rajan	Office Assistant	2550 - 55 - 2660 - 60 - 3200	- do -	
60.	Thiru. A. Annamalai	Office Assistant	2550 - 55 - 2660 - 60 - 3200	- do -	
61.	Tmt. D. Devi	Office Assistant	2550 - 55 - 2660 - 60 - 3200	- do -	

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 12 [Manual - 11]

The Budget Allocated to each Agency

For Public Authorities responsible for developmental, construction, technical works

Sl. No.	Name of the scheme / Head	Activity	Starting date of the activity	planned end date of the activity	Amount proposed [in 000 s]	Amount sanctioned [in 000s]	Amount released / disbursed [no. of installments]	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
1.	4210 - 01 - 110 - JA - 16 Major Works	Construction of Building for Girls Hostel at Government Unani Medical College, Chennai	2005 - 06		6170	6170	2468		Chief Engineer [Buildings] Public Works Department Chennai - 5
2.	4210 - 01 - 110 - JA - 16 Major Works	Increase of Bed Strength of Unani Ward attached to Aringar Anna Government Hospital of Indian Medicine, Chennai form 54 to	2005 - 06		3680	3680	1400		Chief Engineer [Buildings] Public Works Department Chennai - 5

		78 beds as per CCIM norms							
3.	4210 - 03 - 102 - SA [16 Major Works]	Construction of Additional Buildings at Government Homœopathy Medical Thirumangalam	2005 - 06		5000	5000	5000		Chief Engineer [Buildings] Public Works Department Chennai - 5
4.	4210 - 03 - 102 - SA [16 Major Works]	Construction of Model College at Government Homœopathy Medical Thirumangalam	2005 - 06		15000	15000	15000		Chief Engineer [Buildings] Public Works Department Chennai - 5
5.	4210 - 03 - 104 - SB [16 Major Works]	Construction of Additional Building, Government Siddha Medical College, Chennai	2005 - 06		4000	4000	4000		Chief Engineer [Buildings] Public Works Department Chennai - 5
6.	4210 - 03 - 104 - SB [16 Major Works]	Construction of Model College at Government Siddha Medical College, Chennai	2005 - 06		16300	16300	16300		Chief Engineer [Buildings] Public Works Department

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For the Public Authorities

Sl. No.	Head	Proposed Budget [in 000s]	Sanctioned Budget [in 000s]	Amount released / disbursed [no. of installments] [in 000s]	Responsible officer for the quality and the complete execution of the work
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Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 13 [Manual - 12]

The Manner of Execution of Subsidy Programmes

Department: Indian Medicine and Homœopathy, Chennai - 600 106

Office: O/o the Special Commissioner of Indian Medicine and Homœopathy,
Chennai - 600 106.

Name of Program / Scheme	State Medicinal Plants Board, Tamil Nadu
Duration of the Programmed / Scheme	
Objective of the Program	<ul style="list-style-type: none">→ To bring about sustainable and equitable development of Medicinal Plants with focus on cost effective cultivation methods, conservation and processing of Medicinal Plants and their products.→ To carry out Research and Development in identifying new varieties of Medicinal of Medicinal Plants.→ Exploring the market potentiality of end products of Medicinal Plants both within the country and abroad. To explore the possibility of securing Patents rights for therapeutic value of Medicinal Plants.
Physical and financial targets of the Program [for the last year]	Total allocation Rs. 216 lakhs for financial year 2005 - 06
Eligibility of Beneficiary	The Beneficiary i.e., Non-Governmental Organizations who are registered with the National Medicinal Plants Board, New Delhi and the Governmental Organizations are eligible to receive the subsidy.
Pre-requisites for the benefit	The Non- Governmental Organizations should have a minimum of two acres of land either in its name or under lease
Procedure to avail	Operational Guidelines are available at free of cost with the

the benefits of the Programmed	Tamil Nadu State Medicinal Plants Board, functioning at Department of Indian Medicine and Homœopathy, Chennai - 600 106
Criteria for deciding eligibility	Based on the recommendations of the Technical Committee, State Medicinal Plants Board. And a maximum of 30% of the Project Cost submitted by the Beneficiary will be sanctioned.
Detail of the benefits given in the Programmed [also mention the amount of subsidy or other help given]	During the financial year 2005 - 2006 a total of 12 Non-Governmental Organizations, were sanctioned subsidy to the tune of Rs. 45.6 lakhs
Procedure for the Distribution of the subsidy	The sanctioned amount is distributed to the Beneficiaries over a period of maximum of three years depending up on the Project period by installments
Where to apply or whom to contact in the office for applying	<p>For Promotional Activities: Beneficiaries should apply to the following address through the Special Commissioner of Indian medicine and Homoeopaty, Arumbakkam, Chennai - 600 106</p> <p>For Commercial Activites: Beneficiaries should apply to the following address through the Special Commissioner of Horticulture, Chepauk, Chennai - 600 005</p> <p style="text-align: center;">Address: The Chief Executive Officer [National Medicinal Plants Board Department of Ayush Ministry of Health and Family Welfare Government of India Chandralok Buildings 36, Janpath, New Delhi - 110 001</p>
Application Fee [where applicable]	Nil
Other fees [where applicable]	Registration Fee Rs. 50/-
Application format [where applicable. if the application is made on plain paper please mention it along with what the applicant should mention in the application]	Refer Operational Guidelines available at free of cost.
List of attachments	Refer Operational Guidelines available at free of cost.

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 14 [Manual - 13]

Particulars of Recipients of Concessions, permits or authorization granted by it

Name of Program	
Type [Concession / permits / authorization]	
Objective	
Targets set [for the last year]	
Eligibility	
Criteria for the eligibility	
Pre-requisites	
Procedure to avail the benefits	
Time limit for the Concession / Permits / Authorization	
Application fee [where applicable]	
Application format [where applicable]	
List of attachments [certificates / documents]	
Format of Attachments	

List of Beneficiaries in the format given below.

Sl. No. / Code	Beneficiaries Name	Validity Period	Parent / Guardians	Address			
				District	City	Town / Village	House No.

“No concession or permit or authorization has been granted to the Individuals or firms or companies in the Department.”

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 15 [Manual - 14]

Norms set by it for the discharge of its functions

Please Provide the details of the Norms / Standards set by the department for execution of various activities / Programmes

Norms have been setout in the health care delivery system. Physical Targets have been fixed in achieving the Out Patients' census. The details of the targets at various level are furnished below.

No. of patients to be attended per day by the doctor

Wings	Siddha	Ayurveda	Unani	Homœopathy
District Headquarters Hospitals	120	80	50	80
Taluk Hospitals	90	Not Fixed	Not Fixed	90
Non-Taluk Hospitals	66	66	Not Fixed	Not Fixed
Primary Health Centres / Dispensaries	54	54	54	54

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 16 [Manual - 15]

Information available in an electronic form

Please provide the details of the information related to the various schemes, which are available in the electronic format.

The entire details of the Department is available in the Electronic Media viz., Internet under the following sub-titles.

1. Home Page
2. Siddha
3. Ayurveda
4. Unani
5. Homœopathy
6. Naturopathy
7. Yoga
8. Home Remedies
9. Education
10. Health Facilities
11. Council
12. Releases
13. Events
14. Frequently Asked Questions

**vist us @ links - health and family welfare department,
government of tamil nadu**

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 17 [Manual - 16]

Particulars of the facilities available to citizens for obtaining information

Means, methods or facilitation available to the public which are adopted by the department for dissemination of information, Like

Office Library	Available
Drama and Shows	Not Applicable
Through News Paper	Available
Exhibition	Available
Notice Board	Available
Inspection of Records in the Office	Available
System of issuing of copies of documents	Copies can be had from the Public Information Officer at address mentioned in the introduction
Printed manual available	Available
Website of the Public Authority	Available [www. tngovthealth.org]
Other means of advertising	-----

Department of Indian Medicine and Homœopathy

Arumbakkam P. O., Chennai - 600 106

Right to Information Act, 2005

Chapter - 18 [Manual - 17]

Other Useful Information

Frequently Asked Questions

1. What is meant by Siddha System of Medicine?

Siddha System of Medicine is unique to Tamil Nadu evolved by great Siddhars. It is based on Natural products available in this Country i.e., Herbs, Medicinal Plants, Metals, Minerals and animal Products form ingredients of the Medicines. In the hands of experts, the ingredients by themselves or in combination have excellent medicinal value and relieve the sufferings without any side effects, complications. The System has stood the test of time for hundreds of years.

2. Is it true that Siddha Medicine acts slowly?

The Siddha System does not believe in merely treating the symptoms. It eradicates the root-cause for the illness, provides relief and also prevents recurrence.

3. Is there treatment for all diseases in Siddha System?

The Siddha System offers an effective treatment for all the minor ailments like cough, cold, diarrhea, fever, etc. Moreover, it helps in building resistance against such ailments without any side effects. The Siddha System is very effective in treating ailments like all varieties of joint diseases, skin diseases, liver problem, urinary track infections, rejuvenation, etc. However, like all other systems Siddha System also has its own limitations.

4. Whether diabetes can be cured fully in Siddha System?

Using Siddha System diabetes can be controlled and maintained without any side effect.

5. Whether cancer can be fully cured by the system?

If cancer is detected in early stages it can be cured fully. Rest depends up on the stage, other complications of the patient. Though not fully curable, these medicines will help to relieve the pain and to extend the life span of the individual.

6. Can Skin problem 'psoriasis' can be cured fully?

This system provided good relief for Psoriasis and also the recurrence period is postponed considerably.

7. Whether 'AIDS' can be fully cured?

Research is going on to provide symptomatic relief for AIDS patients and to improve the quality of life and life span of AIDS patients.

Indian Systems of Medicine - a Nutshell

Siddha:

Siddha System is one of the ancient traditional systems of medicine in India. Siddhars, the spiritual scientists of Tamil Land are the founding fathers of this scientific system. According to Siddha System the human body is the replica of the Universe so is the food and drugs irrespective of their origin. Siddha System believes that all the objects in the Universe including human body are composed of five basic primordial elements, viz., earth, water, fire, air, and space. The human body is conglomeration of three humors and seven physical components. The food is considered to be basic building material of human body, which gets processed into humors, tissues, and wastes. The equilibrium of humors, body tissues and waste products are considered as health and its disturbances or imbalance leads to disease or pathologic state. The system also deals with the concept of immortality and salvation in this life. The exponents of this system consider that achievement of this state is possible by regulated diet, medicine, and processing of mind by Yogic or spiritual exercises like meditation and Yoga. Siddhars described 96 Principles as the constituents of Human Being. They include Physical, Physiological, Mental, and Intellectual components of a person. They are nothing but the manifestation of the 'five basic elements.'

Disease is a condition in which there is imbalance in the five elements, which alters the three humors which is also reflected in the seven physical constituents. The change disturbs the equilibrium and cause disease. It is always essential to identify the cause for any disease to be accepted as a scientific method. The diagnostic methodology in Siddha treatment is unique as it is made purely on the basis of the 'clinical acumen' of the Physician. He examines the tongue, complexion, speech, eyes, palpation, in a patient and he also examines the urine and the stools. The diagnosis is then confirmed by the 'pulse diagnosis'. The above approach is collectively known as 'eight types of examinations.' However, the Siddha Physicians now also accept the modern diagnostic methods for the purpose of diagnosis.

The following line of treatment have been in practice in Siddha Medicine. They are using medicines like soornam, Kudineer, Vadagam, etc., made out of herbs, Surgical methods like incision, excision, heat application, blood letting and leach application, etc., Physiotherapy-Thokkanam and varma, the Siddha way of

Touch therapy, Medicated oil application, fomentation, herbal steam bath, etc., Using medicines like parpam, chenduram, chuxnam, etc., mode of mineral especially of metals.

Ayurveda:

This is an ancient system of medicine, which originated in Northern India antiquity of which dates back to the period of Vedas and it is said to born from Adharva Veda. This knowledge has been gathered due to constant observation of nature for long years by men since the advent of civilization and cannot be attributed to any individual or a group of individuals by any stretch of imagination. Ayurveda is basically based on the predominance of three humors viz., Vatha, Pitha, and Kapa in the human body. Balanced state of these doshas denotes health and their imbalance produces a disease. Preceptors like Charaka, Susrutha, have been benevolent enough to compile these invaluable treasure of knowledge to be passed on to posterity. The fact that Ayurveda has stood the test of time bears ample testimony to its efficacy till date. It comprises of eight branches viz., Kaya Chikitsa [General Medicine], Kumara Bhruthya [Pediatrics], Bhutha Vaidhya [Psychiatry], Salakya [ENT and Ophthalmology and dentistry], Shalya [Surgery], Agada Tantra [Toxicology], Rasayana [Rejuvenation Therapy], and Vajeekarana [Aphrodisiac therapy]. Panchakarma is one of the areas of specialization, which has earned public acclaim in recent times is also a part of the above branches. It enjoys popularity because of its being a hand on therapy and is very relaxing to the fatigued body and tired mind.

Unani:

Unani system of has originated in Greece. It was further enriched and developed by Arabs and Persians. Hippocrates explained that the disease was a normal process and its symptoms were reaction of the body to the disease. The Chief function of the Physician is to aid the natural forces of the body. He held that there exists in the body four humors that keep up the balance of it. He also laid emphasis on diet, drugs of plants, animal and mineral origin for curing the disease. The system is base on the Humor theory. Humor Pathology which presupposes the presence of four humors viz., blood [Dam], Phlegm [Balgham], Yellow Bile [Safra], and Black Bile [Sauda] in the body. The temperament of a person is expressed accordingly by the words sanguine, Phlegmatic, Choleric and Melancholic according to the preponderance of them in the body. Everybody has got unique humor constitution which represents the healthy state of humor balance of the body. The Unani medicine plays a vital role when the individual experiences the humoral imbalance. The correct diet and digestion can bring back the humor balance. Its main emphasis is on diagnosis of a disease through Nabs [Pulse], Baul [Urine], Baraz [Stool], etc. It has laid down six essential prerequisites for the prevention of disease. They are known as 'Asbab-e-sitte Zarooriya' viz., air, drinks, and foods, bodily movement and repose, Psychic movement and repose, sleep and wakefulness, excretion and retention.

The modes of treatments are Ilaj bid-Tadbeer [Regimental Therapy], Ilaj bid-Ghiza [Dieto Therapy], Ilaj bid - Dawa [Pharmaco Therapy], and Jarahat [Surgery]. The regimental therapy includes venesection, cupping, sweating, diuresis, bath [Hammam], massage, couterization, prugging, vomiting, exercise and leaching, etc. Diето therapy aims at treating certain ailments by administration of specific diets, whereas Pharmaco therapy deals with use of naturally occurring drugs, mostly herbals though drugs of animals and mineral origin are also used. The Unani system of diagnosis of diseases and treatment restoring health, revolves round the concept of the temperament or 'Mizaj'. The Humors also have specific temperament. Changes in temperament are related to changes in the balance of humors. Any change in temperament brings out a change in the health of the individual. Thus imbalance of the harmony of the humors and temperaments along with failure of one or more parts of the body to eliminate pathogenic waste causes disease.

Yoga:

The Yoga we know was developed as a part of Tantric civilization, which existed in India more than 10, 000 years ago. Now Yoga is developed as a separate medical science combined with naturopathy. Pathanjali profounded it in a systematic form; which consists of eight components viz., restraint, observance of austerity, physical postures, breathing exercise, restraining of sense organs, contemplation, meditation and samadhi. These steps in the practice of Yoga have potential in improvement of social behaviour, improvement of Physical health, improvement of better circulation of oxygenated blood in body, restraining the sense organs and thereby the mind and inducing tranquility and serenity in the mind. The practice of integrated type of Yoga prevents psychosomatic disorders / disease and improves individual's resistance and ability to endure stressful situations. A number of physical postures are described in Yogic works to improve body health, to prevent disease and to cure illness. The Physical postures are to be chosen judiciously and are to be practiced in a right way to drive the benefits. Breathing exercise helps in supply of proper oxygenated blood in the body.

Studies have revealed that the Yogic practices improve the intelligence and memory and help in developing resistance to endure situations are strain and stress and also to develop an integrated psychosomatic personality, meditation is yet another exercise which can stabilize emotional changes and prevent abnormal functions of the vita organs of the body. Studies have shown that meditation not only restrains the sense organs but also controls the autonomic nerves system

Naturopathy:

Naturopathy is not just a system of Medicine but a way of life. It is often referred as 'Drugless Therapy'. It is based mainly on the ancient practice of the application of the simple laws of nature. There are two schools of thought

regarding the approach of Naturopathy. One group believes in the ancient Indian Methods. The advocacy of Naturopathy pay particular attention to eating and living habits, adoption of purification measures, use of hydro therapy, cold pack, mud packs, massage and a variety of measure based on their innovative talent.

Homœopathy:

Homœopathy is a system of treatment of the diseased by drugs usually prescribed in minute dozes that in a healthy person would produce symptoms like those of disease. In Homœopathy the main emphasis is on the remedial agents in illness and in health. It is a low cost system using only the non-toxic drugs. It has established a reputation for successful treatment of acute and chronic illness and in certain disease for which there is no or less treatment in other systems. It is based on the following cardinal principles viz., the law of similar, law of single remedy, law of minimum doze, doctrine of drug proving, doctrine of dynamization, doctrine of vital force, and doctrine chronic disease.

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