

**SUO-MOTO DISCLOSURE UNDER SECTION 4(1)(B) OF
RIGHT TO INFORMATION ACT, 2005**

(Updated in September, 2026)



Regional Ayurveda Research Centre, Agartala

CCRAS, Ministry of AYUSH, Govt. of India

462, Akhaura Road, P.O. Ramnagar, Agartala, Tripura – 799002

Email: rarc.agt-ccras@nic.in Ph.: 0381-2332007

RTI APPLICATION FORM

1. Particulars of the Applicant:
 - (a) Name :
 - (b) Address :
 - (c) E-mail address:
 - (d) Phone/Fax No.:
2. Date of Submission of Application:
3. Subject Matter:
4. Details of Information requested:
5. Period to which the information relates:
6. Fee enclosed (in cash/DD/Banker's cheque/IPO):
7. Due date by which information is to be furnished (30 days from submission of application):
8. How the applicant would like his information to be sent:
 - (a) By Post:
 - (b) To be collected by hand:
 - (c) Bye-mail:
 - (d) By fax:

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PARTICULARS OF ORGANIZATION, FUNCTIONS, AND DUTIES

Established on **7 March 2019**, the **Regional Ayurveda Research Centre (RARC), Agartala**, serves as a vital constituent unit of the Central Council for Research in Ayurvedic Sciences (CCRAS), New Delhi. As the 30th centre established by CCRAS and the 5th in the North Eastern Region, it plays a pivotal role in advancing, coordinating, and promoting Ayurvedic research within the state of Tripura. Since its inception, the RARC has been dedicated to delivering high-quality research and healthcare services to the community in Agartala.

Originally operating from a rented facility at 135 Ramnagar, Road No. 4, the **Regional Ayurveda Research Centre (RARC), Agartala**, subsequently relocated to its current premises. It is now situated in a rented building at **462 Akhaura Road, PO Ramnagar, Agartala**, conveniently located adjacent to Bandhan Bank. The institute is running with the following objectives:

1. To cater out Health Care Services and Documentation of Health-related demography through the OPD in Agartala.
2. Undertake Research study to find out and identify specific disease prevalent in the state.
3. To conduct clinical trials for studying the safety and efficacy of Ayurvedic drugs on specific diseases prevalent in the state.
4. To cater out Health Care Services and Documentation of Health-related demography in different District of the State through OPDs under Ayurveda Health Centres (AHC-NE).
5. To cater out Health Care Services and Documentation of Health-related demography of Tribal community of different District of the State through Tribal Health Care Research Programme (THCRP).

Currently, the Centre operates a dedicated Outpatient Department (OPD), providing comprehensive healthcare through the holistic principles of Ayurveda. Patients from across Tripura seek treatment here for a wide range of ailments, benefiting from the institute's integrative approach to wellness. To ensure modern and efficient patient care, the OPD is integrated with the Ayush-Health Management Information System (AHMIS). This digital platform enables real-time registration, clinical consultations, and the systematic documentation of patient data on a centralized portal. In addition to its clinical services, the Centre is active in high-level public health research such as Tribal Health Care Research Programme (THCRP) and Ayurveda Health Centre-North East, Collaborative project and having recently conducted a project titled, "Systematic Review of the Safety and Efficacy of Ayurveda Interventions for Hepatitis".

Since inception of this centre, the expectations of the public as well as the patients were very high as it was the first Ayurveda setup of Central Govt. in this state under Ministry of AYUSH and sincere efforts were made by heart and soul to render the best services of Ayurveda to the patients in every possible way with minimum infrastructure and limited staff.

Outreach & Extension Services

The Tribal Health Care Research Programme (THCRP) was assigned by the Council as part of a multi-centric Public Health Programme with RARC, Agartala, Tripura and other centers of CCRAS. Under this programme various health related benefits are provided to Tribal people of different districts of Tripura.

Aims and objectives of the programme:

- To study the living condition, geographical and environmental profile of the tribal people.
- To study of socio-demographic profile of the tribal people.
- To study of dietetic habits of the tribal people.
- To assess the health status of the tribal people and study the nature and frequency of prevalent disease among them.
- To spread awareness about health and hygiene.
- To provide medical aid at their doorstep
- To collect and document the local health tradition/folk claims.

In alignment with the directives of CCRAS, New Delhi, the institute has established several Ayurvedic Health Center (AHC) extension units across 04 districts in Tripura. These centers, strategically located 25 to 110 km from the main institute, serve as vital hubs for rural health outreach. The extension centers are dedicated to expanding the reach of Ayurvedic care through the following initiatives:

- **Free Clinical Care:** Providing no-cost consultations and essential Ayurvedic medicines through dedicated Outpatient Departments (OPD).
- **Health Awareness Programs:** Distributing bilingual leaflets and IEC (Information, Education, and Communication) materials to educate the public on core Ayurvedic concepts like Dincharya (daily routine) and Ahar-Vihar (diet and lifestyle).
- **Diagnostic Services:** Conducting essential on-site investigations, including routine blood sugar and haemoglobin screenings, as part of daily operations.
- **Community Camps:** Organizing free health checkup camps, often held in Gram Sabhas, to ensure specialized care reaches underserved populations

Four extension centers under North East Project are as follows: -

1. Ayurvedic Health Centre - Moharcherra under Khowai District.
2. Ayurvedic Health Centre - Kakraban under Gomati District.
3. Ayurvedic Health Centre - Jirania under West Tripura District.
4. Ayurvedic Health Centre - Santirbazar under South Tripura District

A project named ‘Critical appraisal and validation of Indigenous knowledge and practices (LHTs, OHTs and EMPs) of medicinal plants: An inclusive study among ethnic communities of North-East India.’, is

continuing in the institute with the collaboration with NMPB. The National Medicinal Plants Board (NMPB) project involved in the documentation of therapeutic value of medicinal plants involving analytical methods and extensive survey among the ethnic communities inhabiting in the states of Tripura and Mizoram. The survey also included documentation of the folk healers of the above region. For study, semi-structured questionnaire format developed by the CCRAS was used by project team in field surveys. Data collection, data documentation, and herbarium preparation has been continuing since 2022.

Ministry of AYUSH, Govt of India, New Delhi has initiated the Pharmacovigilance Program for ASU&H drugs. This institute working as a new Peripheral Pharmacovigilance Centre (PPvC) since 15th April 2022. The Pharmacovigilance Program of ASU&H drugs has been rolled out by the Ministry of AYUSH, New Delhi under the Central Sector Scheme in 2017 with the objective of reporting ADRs, Misleading Advertisement and creating awareness about pharmacovigilance in ASU&H Drugs.

Grievance Redressal Mechanism:

There is an Internal Complaint Committee (ICC) headed by Dr. Anindita Sinha, Senior Research Fellow (Ay.), **Presiding Officer** of ICC.

S. No.	Name	Designation	Post in committee	Email	Contact Number
1.	Dr. Anindita Sinha	SRF(Ayu), RARC, Agartala	Presiding Officer	aninditasinha93@gmail.com	9366241260
2.	Smt. Maitreyee Chakraborty	Assistant Professor, Law Department, Tripura University	External Member	c.maitreyee86@gmail.com	8787808943
3.	Dr. Susmita Debnath	SRF(Ayu), RARC, Agartala	Internal Member	susmitadebnat52@gmail.com	8837243696
4.	Mrs. Lovely Das	MTS	Internal Member	dslovely404@gmail.com	8787624104

Postal Address of the Institute: Regional Ayurveda Research Centre, 462, Akhaura Road, P.O. Ramnagar, Agartala, Tripura – 799002.

Major Activities at RARC, Agartala

S. No.	Name of the Institute/Centre	Major Activities/Services
01.	Regional Ayurveda Research Centre, Agartala	Activities: • Health Care Services Viz. Out- Patient Department (OPD) • Special care for Geriatric Healthcare. • Research oriented Public Health Care Services (Outreach activities) such as ➤ Tribal Health Care Research Programme under TSP ➤ Ayurvedic Health Centre (AHC) Extension under the North-East Plan • National Medicinal Plant Board (NMPB)-EMR project • Pharmacovigilance Program (PPvC) • Any other assignment of National importance related to Research & development in Ayurveda.

LIST OF RESEARCH PROJECTS SINCE INCEPTION

COMPLETED PROJECTS:

No	Name of project
1.	A systematic Review of the safety and efficacy of Ayurveda Interventions for Hepatitis.
2.	Implementation of AHMIS
3.	THCRP Survey Project 2019-20
4.	THCRP Survey Project 2020-21
5.	AHC-NE 2020-21
6.	Profiling of Demography, Health Status and non-communicable disease among Schedule Tribe population in selected states across India-A descriptive, Cross-sectional epidemiology. Under THCRP
7.	Effectiveness of Ayurveda Based diet and lifestyle advocacy on Health-related Quality of Life in Schedule Tribe population in India- A Community based cluster randomized controlled study. Under THCRP
8.	A prospective community-based study for the evaluation of Dhatri Lauha in the management of Anemia (Pandu). Under THCRP
9.	A prospective community-based study for the evaluation of Yograj giuggulu, Ashwagandha churna and Narayan taila in the management of osteoarthritis knee (Janugat Sandhivata). Under THCRP
10.	Impact of Ayuraksha Kit in Covid-19 Community based prophylactic study. Under THCRP
11.	AHC-NE 2021-22
12.	Demographic and non-communicable disease profiling among patients seeking Ayurveda treatment from Ayurveda Health Centre (Moharcherra, Kakraban, Jirania and Santirbazar) in selected North-East regions in India- A Descriptive, Cross-sectional study. Under NE
13.	Effectiveness of Ayurveda based diet and Lifestyle advocacies and Ayurvedic treatment regimen in patients seeking Ayurveda treatment from Ayurveda Health Centre (Moharcherra, Kakraban, Jirania and Santirbazar) in selected North-East regions in India- A randomized controlled clinical study. Under NE
14.	THCRP Survey Project 2022-23
15.	Cross sectional survey to determine the prevalence of non-communicable diseases and their risk factor among Scheduled Tribe in selected states across India. Under THCRP
16.	Effect of Ayush-SR on psychological status and Quality of Life of apparently healthy elderly population- A multicenter double-blind placebo-controlled study. Under THCRP
17.	AHC-NE 2022-23
18.	Non-communicable diseases and associated factors among health seekers approaching the selected Ayurveda health centers in North-East India. Under NE
19.	PPvC Project 2022-23
20.	THCRP Survey Project 2023-24
21.	Effectiveness of Ayush Rasayan A and B on Quality of Life of elderly population- A cluster randomized study. Under THCRP
22.	AHC-NE 2023-24
23.	PPvC Project 2023-24
24.	Assessment of acceptability of the Comprehensive Ayurveda-based health care approach in the tribal community and effectiveness of individualized health care - Cluster randomized study. Under THCRP

25.	AHC-NE 2024-25
26.	PPvC Project 2024-25
27.	Knowledge, Attitude and Practices towards Pharmacovigilance of Ayurvedic Medicines among Registered Ayurvedic Practitioners of Tripura. A KAP Study
28.	Documentation of ethno- dietary practices indigenous to India.
29.	Documentation of plants, metals, minerals, animal products and other materials used in various indigenous religious practices and rituals across India.
30.	A cross-sectional study on Knowledge, Attitudes, and Practices (KAP) related to menstruation among school going adolescent girls in North Eastern Region. A KAP Study Under NE
31.	AHC-NE 2025-26
32.	PPvC Project 2025-26

ONGOING PROJECTS:

No	Name of project
1.	Critical appraisal and validation of Indigenous knowledge and practices (LHTs, OHTs and EMPs) of medicinal plants: An inclusive study among ethnic communities of North-East India. Under NMPB.
2.	Assessment of Health-Care Seeking Behavior of the Population and Perception of Key Health System Stakeholders with special focus on Ayush system of medicine across India: A community-based cross-sectional study. Under THCRP
3.	Effectiveness of an Ayurveda Regimen as an adjuvant to the ICDS diet in the management of Moderate Acute Malnutrition among children aged 3-5 years: A community based, prospective cluster-randomized controlled Clinical Trial. Under THCRP
4.	Efficacy of Ayurveda Nutritional Supplement (Ayush BL) as an adjuvant to Punarnavadi Mandoor in the management of Moderate Iron Deficiency Anemia in adolescent Girls: A Community based Cluster Randomized trial. Under THCRP
5.	Assessment of Health-Care Seeking Behavior of the Population and Perception of Key Health System Stakeholders with special focus on Ayush system of medicine across India: A community-based cross-sectional study. Under NE
6.	North-East Consortium of Medicinal & Aromatic Plants (NECMAP) (Phase 1: Establishment)
7.	A Cross-sectional Survey to study the distribution pattern of different prakriti types across India- A multi centric Study
8.	Association between <i>Viruddha Ahara</i> practices and Psoriasis: A Case Control Study
9.	Association between <i>Viruddha Ahara</i> practice and Rheumatoid arthritis: A Case Control Study
10.	Assessment of Knowledge Attitude and practice on Maternal and Child Nutrition among Health Seekers attending Ayurveda Clinical Research facilities across Different States in India. A KAP Study
11.	Implementation and Evaluation of a Health Care Model Using Structured Yoga and Lifestyle Interventions for Wellness Promotion and Chronic Disease Risk Reduction: A Health System Research Study
12.	PPvC Project 2026-27
13.	AHC-NE 2026-27

CENTRAL AYURVEDA RESEARCH INSTITUTE AGARTALA**PUBLIC HEALTH CARE PROGRAMME****TRIBAL HEALTH CARE RESEARCH PROGRAMME (THCRP)**

S. No:	Year	Aims and objectives	Work Done				
			No: of tours	Population Surveyed	Patients treated	Investigatio ns done	Folklore claims collected
1.	2019-20	1.Provide medical aid at door steps of Tribal community. 2.Study of the living condition of the Tribal people. 3.Study of dietetic habits. 4.Collection of its Socio-demographic profile. 5.Prevalence of diseases and collection of information related to health status. 6.Propagation of knowledge about hygiene and prevention of diseases. 7.Propagation of Ayurveda concepts on preventive health in relation to Pathya-Apathya and Sadvritta etc. 8.Collection and documentation of folk medicines/ claims.	65	4104	861	17	0
2.	2020-21	-do-	107	7014	1588	70	16
3.	2021-22	-do-	118	5821	1799	808	8
4.	2022-23	-do-	196	6015	2472	4054	8
5.	2023-24	-do-	201	3825	3327	5252	8
6.	2024-25	-do-	208	520	3013	4951	8
7.	2025-26	-do-	81	NA	879	1385	0

Research Programme conducted under THCRP

2021-22	Profiling of Demography, Health Status and non-communicable disease among Schedule Tribe population in selected states across India-A descriptive, Cross-sectional epidemiology.
	Impact of Ayu-raksha Kit in Covid-19-Community-Based Prophylactic Study
	A prospective community-based study for the evaluation of <i>Dhatrī Lauha</i> in Anemia (Pandu)
	A prospective community-based study for the evaluation of Yograj Guggulu, Ashwagandha Churna and Narayana Taila in Osteoarthritis Knee (Janugat Sandhivata)
	Effectiveness of Ayurveda based diet and Lifestyle advocacy on health related Quality of life in schedule Tribe population in India-a community-based, cluster randomized controlled study
2022-23	Cross sectional survey to determine the prevalence of non-communicable Diseases) and their risk factor among Scheduled Tribes in selected states across India.
	Effect of Ayush SR on Psychological Status and Quality of Life of Apparently Healthy Elderly Population – A Multicenter Community Based Double Blind Placebo Controlled Study
2023-24	Effectiveness of Ayush Rasayan A and B on Quality of Life of elderly population- A cluster randomized study.
2024-25	Assessment of acceptability of the Comprehensive Ayurveda-based health care approach in the tribal community and effectiveness of individualized health care - Cluster randomized study
2025-26	Documentation of ethno- dietary practices indigenous to India. Documentation of plants, metals, minerals, animal products and other materials used in various indigenous religious practices and rituals across India.

AYURVEDA HEALTH CENTRE- NORTH-EAST (AHC-NE)

S. No:	Year	Aims and objectives	Work Done	
			Total number of patients	Investigations done
1.	2020-21	1. Documentation of health-related demography of selected villages/GPU of Tripura by conducting through Ayurvedic Health Centre (AHC) / OPD. 2. Pharmaco-vigilance of Ayurvedic medicine during AHC / OPD 3. To provide Ayurveda health care services to population of Villages/GPU of Agartala, Tripura through OPD.	11857	37
2.	2021-22	-do-	17668	921
3.	2022-23	-do-	26255	2644
4.	2023-24	-do-	20435	2925
5.	2024-25	-do-	19542	8347
6.	2025-26	-do-	22103	11795

Research Programme conducted under NE

2021-22	Demographic and non-communicable disease profiling among patients seeking Ayurveda treatment from Ayurveda Health Centre (Moharcherra, Kakraban, Jirania and Santirbazar) in selected North-East regions in India- A Descriptive, Cross-sectional study. Under NE Project
	Effectiveness of Ayurveda based diet and Lifestyle advocacies and Ayurvedic treatment regimen in patients seeking Ayurveda treatment from Ayurveda Health Centre (Moharcherra, Kakraban, Jirania and Santirbazar) in selected North-East regions in India- A randomized controlled clinical study. Under NE Project
	AHC-NE
2022-23	Non-communicable diseases and associated factors among health seekers approaching the selected Ayurveda health centers in North-East India. Under NE Project
	AHC-NE
2023-24	AHC-NE
2024-25	AHC-NE

2025-26	Documentation of ethno- dietary practices indigenous to India.
	Documentation of plants, metals, minerals, animal products and other materials used in various indigenous religious practices and rituals across India.
	A cross-sectional study on Knowledge, Attitudes, and Practices (KAP) related to menstruation among school going adolescent girls in North Eastern Region. A KAP Study

Critical appraisal and validation of Indigenous knowledge and practices (LHTs, OHTs and EMPs) of medicinal plants: An inclusive study among ethnic communities of North-East India
Collaborative Project with National Medicinal Plant Board (NMPB)

S. No :	Year	Aims and objectives	Work Done	
			Total no. of Healers	Folklore claims collected
1.	2022-23	1.Quantitative analysis of therapeutic values of medicinal plants used by ethnic communities and tribes of northeast India states. 2.Documentation of medico-ethnobotanic information (LHTs, OHTs, EMPs) among ethnic communities and tribes in Northeast India. 3.Development of database of traditional healers and practitioners of each ethnic community and tribes of Northeastern region of India. 4.Preservation of Biological Reference Materials. 5.Development of comprehensive database on results of the study. 6.Screening of new information through validation of Collected information.	59(Tripura=51, Mizoram=8)	108
2.	2023-24	Do-	86(Tripura)	232
3.	2024-25		56 (Tripura-53; Mizoram-03)	75 (Tripura-68; Mizoram-07)
4.	2025-26		28 (Tripura-23; Mizoram-05)	32 (Tripura-27; Mizoram-05)

Pharmacovigilance Programme (PPvC)

S. No.	Year	Aims and objectives	Work Done		
			ADR Reported	Misleading Advertisement	Awareness Programme
1.	2022-23	1. To monitor safety of the drugs and provide structured inputs for appropriate regulatory interventions. 2. To Create awareness about ADR monitoring of ASU & H drugs in their respective vicinity. 3. To generate data on Objectionable advertisements.	03	05	02
2.	2023-24	-do-	05	07	02
3.	2024-25	-do-	06	07	02
4.	2025-26	-do-	01	40	02

Powers and Duties of Officers and employees

In Institute level Research Officer In-charge (ROIC) (Institute) is headed, who is assisted by the Research officer (Ayurveda) and Office Assistant. The Powers and functions of the Research Officer In-charge (ROIC) (Institute) are available on CCRAS's website i.e. www.ccras.nic.in under the Head Memorandum of Association, Rules, Regulations and Bye-Laws of the Council.

Schedule of powers vested in the In-charge (Institute)

The said information is available at the Council's website www.ccras.nic.in under the head Memorandum of Association, Rules, Regulations and Bye-Laws of the Council.

**Delegation of Financial and Administrative Powers to Dy. Director (Admn.) HQrs. Office,
CCRAS and In-charges of the Sub-ordinate Institutes/Centres/Units of the Council**

SNo	Items/ Powers	Extent of powers delegated				Remarks
	Financial Powers	Dy. Director (Admn.)		In-charges		
		Existing	Enhanced	Existing	Revised	
1	2	3	4	5	6	7
1	Power to sanction taxes/surcharges, renewal of insurance, postal, telegraphic, water, electricity, telephone	Full	Full	Full	Full	Subject to budget provision
2	Reimbursement of local conveyance in respect of employees working under them.	Rs.150/- p.m. per person	As per orders of D/o Expenditure	Rs.150/- p.m. per person	As per orders of D/o Expenditure	As amended from time to time
3	Power to incur expenditure on non-recurring items.	Upto Rs.10,000/-	Upto Rs.1.00 lakh	Upto Rs.1,00,000/- in respect of CRIs and Rs.50,000/- in respect of other Units	Upto Rs.2.00 lakh to National Research Institutes, Cpt. Srinivasa Murthy Research Institute for Ayurveda and Siddha Drug development, Chennai, , Ayurveda Central Research Institute, Delhi, Ayurveda Research Institute for Mother and Child Health Care, Trivandrum, Advanced Centre for Ayurveda in Mental Health and Neuro-Sciences NIMHANS, Bangalore, Ayurveda Cancer Research Institute, Mumbai, Ayurveda Mental Health Research Institute, Nagpur & Ayurveda Regional Research Institute, Patna, NRISR, Amchi, leh and Rs.1,00,000/- for other Institutes.	Subject to budget provision and observations of codal formality. The accountability for justifiable expenditure fully lies with the officer sanctioning the amount. The Officer will also be responsible for compliance of all audit observations.

(Signature)

4	To incur expenditure on recurring contingency like petrol, diet, Diesel (Central heating), stationery, postage etc.	Upto Rs.2,000/-	Full	Full	Full	Subject to budget provision and rates of diet prescribed by the Council.
5	Purchase of books/ publications, periodicals, journals.	Full, on the recommendations of DD(Tech.) concerned Programme Officers	Full, on the recommendations of DD(Tech.) concerned Programme Officers	Full, except involving foreign currency.	Full	Subject to budget provision and requirement of allotted programme.
6	Power to sanction temporary advances from the imprest.	Full	Full	Full	Full	Not more than one advance is sanctioned to an individual, till the adjustment is submitted.
7	Power to sanction telephone rents, calls, phonograms, where telephone connections are sanctioned by the Council. Audit Fees and Advt. charges.	Full	Full	Full	Full	
8	Power to sanction expenditure on electricity and water charges.	Full	Full	Full	Full	
9	To sanction repair charges of vehicles, equipments, tools, stores etc.	Upto Rs.5000/-	Full	Upto Rs.5000/-	Full	Through authorized workshops only.
10	Purchase and supply of uniform for eligible staff.	Full in respect of employees working at HQrs. Office	Full	Full in respect of employees working under them.	Full	As per DOPT guidelines
11	a) Power to sanction advances of pay/TA/ DA to the employees in whose case	Full	Full	a) Full - provided the advance is sanctioned as per rules	Full	As per rules as amended from time to time

(impru)

	transfer orders have been issued by HQrs. Office. b) Advance of leave salary as per rules					
12	i) To sanction the write off of irrecoverable stores etc. provided that (i) the loss is not due to theft and (ii) it does not disclose a defect of system or serious negligence on the part of some individual employees of the Central Council, which might possibly call for disciplinary action and to sanction write off and sell by auction or otherwise, in the interest of the Council, (ii) Declaring Condemn unserviceable stores. (The amount of sale proceeds shall be credited to the Hqrs office of the Central Council).	Upto Rs.5000/-	Upto Rs.50,000/-	Upto Rs.5000/- in r/o CRLs and Rs.3000/- in r/o RRLs/ RRCs and other major institutes in each case (Note: each case means each occasion not each article). The case of theft, negligence on the part of individual including cases involving relaxation will continue to be referred to the Council.	Rs.50,000/- to all Subordinate Institutes/Centres	On the recommendations of a Physical Verification Committee (Condemnation Committee) to be constituted according to Rules.
13	Power to sanction festival advance to entitled staff	Full in respect of employees working at HQrs. Office	Full	Full in respect of employees working under them.	Full	-do-
14	Power to reimburse medical examination fee on first appointment as per scales laid down.	Full	Full	Full	Full	

(imn)

15	Power to sanction LTC and LTC advance in respect of staff working under them except head of Institutes/Centres	Full in respect of employees working at Hqrs. Office.	Full	Full in respect of employees working at under them.	Full	
16	Power to sanction cycle/fan advance to staff.	Full	Full	One case in a year	Full	
17	Power to reimburse tuition fee/CEA in respect of employees working under him.	Full	Full	Full in respect of employees working at under them.	Full	
18	Power to purchase medicines from IMPCL and IMPCOPS only.	Upto Rs.50,000/- on the recommendation of Deputy Director (Tech.)/ Programme Officers	Full on the recommendation of Dy.Dir. (Tech.)/ Programme Officers	Upto Rs.1,00,000/- in case of CRIs and Rs.30,000/- in case of other Units.	Rs.2,00,000/- where OPD and/or IPD are functioning	Subject to budget provision
19	Power to sanction medical reimbursement claim in respect of officers and staff working at Institutes/Centres /Units.	Upto the limit of Rs.10,000/- in each case.	Full	Upto the limit of Rs.500/- in each case in a year	Full	Claims for treatment taken from private hospitals in emergency to be sanctioned by Director General, CCRAS
20	Power to purchase raw drugs for preparation of medicine including trial drugs for use in hospital as well as for supply to other projects of the CCRAS.	Upto Rs.50,000/- on the recommendation of Deputy Director (Tech.)	Full on the recommendation of Deputy Director (Tech.)	Rs.50,000/- in case of CRIs and Rs.15,000/- in case of other Units.	Rs.1,00,000/- (subject to obtaining GMP certificate)	Subject to budget provision
21	Power to sanction annual maintenance contract charges in respect of typewriters.	Full for approved AMCs	Full	Upto Rs.5,000/- in each case with reference to the budget provision	Full	AMCs to be awarded to the manufacturers or their authorized dealers. In other cases after

(impr?)

	computers, fax, photo copier, duplicating machines, scientific instruments/equipments, ACs, heaters etc.					observing codal formalities.
22	Power to sanction GPF/CPF advance/withdrawals.	Full	Full	Not applicable	Not applicable	
23	Power to sanction cash handling allowance	Full as per rules	Full as per rules	Not applicable	Full as per rules	Fidelity Bond to be kept in safe custody.
Administrative Powers		Deputy Director(Admn.)		In-charges		Remarks
		Existing	Enhanced	Existing	Revised	
24	To transfer an employee from one sanction to another	Full	Full	Full		
25	All kinds of leave except study leave	Upto Assistant Directors	Upto Assistant Directors	Full in respect of an employee working under him.	Full in respect of employees working under him.	
26	Power to sanction all kinds of tours within the State.	Full	Full upto Assistant Directors	Full, except in the case of IN-charge	Full, except in the case of In-charge	Tours to be sanctioned strictly for Institute's work
27	To order closure of the office on the basis of ad-hoc decision of the Central Govt. or respective State Govt.	Not applicable	Not applicable	Full	Full	As per decision of the local Co-ordination Committee
28	Power to maintain service book and leave account.	Full except DD(A)	Full except DD(A)	Full except In-charge	Full except In-charge	
29	Acceptance of Home Town declaration	Full	Full	Full in respect of employees working under them	Full in respect of employees working under them.	
30	Issue of Identity Card to group A,B,C & D staff as	Full	Full	Full in respect of employee	Full in respect of employees working under them	

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	per instructions regarding issue of identity card and conditions of issue as may be communicated by Hqrs. from time to time.			s working under them		
31	Power to sanction special increment for promoting small family norms in respect of all group working under him	Full	Full	Full	Full	Subject to observance of Rules.
32	Power to forward applications for outside employment in respect of staff working under them.	Full in respect of non-technical employees	Full in respect of non-technical employees	Full in respect of employees working under them under intimation to Hqrs. Office.	Withdrawal of power to forward applications for outside employment in r/o staff working under them vide Council's letter No.F.32-33/88-CCRAS/Admn./2534 dated 16/1/2013.	The deputation cases are subject to approval of Hqrs. Office
33	Power to sanction stagnation increment in respect of staff working under them.	Full	Full	Full in respect of employees working under them	Full in respect of employees working under them	As per rules.
34	Power to grant ACP/ Promotion to group C & D employees working under them.	Not applicable	Not applicable	Full in respect of Group C&D employees of maximum scale of pay of Rs.5000-8000/-	Full in respect of Group C&D employees in PB-1 upto Grade pay of Rs.2800/-	
35	Power to fill up the vacancies by promotion in respect of Group C&D arisen due to death/retirement and resignation as per approved RRs.	Not applicable	Not applicable	Full in respect of Group C&D employees	Full in respect of Group C&D employees	Direct recruitment to be made with prior approval of Hqrs. Office.

(Signature)

The procedure followed in the decision-making process,
Including channels of supervision and accountability

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

The Council is engaged in Research Activities in various discipline and decisions are arrived at, after having the due deliberation by scientific Advisory Board/Project Evaluation committee and some decisions taken by the Director General as per powers delegated to him as per Rule-4(Schedule I) under Memorandum of Association and Rules, Regulations and Bye-Laws of the Council. (Please refer to Council's website i.e. www.ccras.nic.in for Bye-Laws of the Council).

The final decision-making authority is Governing Body of the Council.

In the Institute level, Research Officer, In-charge (ROIC) is the head of the Institute. There is certain delegation power provided by the Council. As per the delegation power, ROIC (Institute) utilized his power accordingly.

Norms set for discharge of functions

As per the Bye-Laws of the Council, proposals are implemented after obtaining approval from the Director General, CCRAS, New Delhi. The Bye-Laws are available on Council's Website at www.ccras.nic.in.

**The rules, regulations, instructions, manuals and records, held by it or
under its control or used by its employees for discharging its functions**

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

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

No such documents are held in Vigilance Section that needs to be disclosed under this Section.

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 there of

Nil

**A statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part 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**

A. Purchase Committee:

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Post in Committee</u>
1.	Dr. Vimal Tewari	Research Officer (Ayu)	Chairman
2.	Dr. Abhijit Chakma	Research Officer (H)	Member
3.	Dr. Prasad Datta	Senior Research Fellow (Ayu.)	Member
4.	Mr. Biswajit Mitra	Office Assistant	Member Secretary

B. Physical Verification Committee:

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Post in Committee</u>
1.	Dr. Prasad Datta	Senior Research Fellow (Ayu.)	Chairman
2.	Dr. Aditi Acharya	Senior Research Fellow (Ayu.)	Member
3.	Mr. Sankhanil Ghosh	Office Assistant	Member
4.	Mr. Sankha Bhattacharjee	MTA	Member Secretary

C. Committee for SAP (Swachhata Action Plan):

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Post in Committee</u>
1.	Dr. Prasad Datta	Senior Research Fellow (Ayu.)	Chairman
2.	Dr. Prasenjit Patari	Senior Research Fellow (Bot.)	Member
3.	Mr. Jayanta Prakash Deb	Pharmacist (Ayu)	Member
4.	Mr. Prasenjit Sutradhar	MTA	Member
5.	Mr. Biswajit Mitra	Office Assistant	Member Secretary

D. Internal Complaints Committee (ICC)

S. No.	Name	Designation	Post in committee	Email	Contact Number
1.	Dr. Anindita Sinha	SRF(Ayu), RARC, Agartala	Presiding Officer	aninditasinha93@gmail.com	9366241260
2.	Smt. Maitreyee Chakraborty	Assistant Professor, Law Department, Tripura University	External Member	c.maitreyee86@gmail.com	8787808943
3.	Dr. Susmita Debnath	SRF(Ayu), RARC, Agartala	Internal Member	susmitadebnat52@gmail.com	8837243696
4.	Mrs. Lovely Das	MTA	Internal Member	dslovely404@gmail.com	8787624104

E. Grievance redressal Committee and SC/ST Grievance redressal Committee

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Post in Committee</u>
1.	Dr. Vimal Tewari	Research Officer (Ayu)	Chairman
2.	Dr. Prasenjit Patari	Senior Research Fellow (Bot.)	Member
3.	Mrs. Lovely Das	MTA	Member
4.	Mr. Even Debbarma	Office Assistant	Member Secretary

F. Technical Committee:

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Post in Committee</u>
1.	Dr. Vimal Tewari	Research Officer (Ayu)	Chairman
2.	Dr. Prasad Datta	Senior Research Fellow (Ayu.)	Member
3.	Dr. Aditi Acharya	Senior Research Fellow (Ayu.)	Member
4.	Dr. Prasenjit Patari	Senior Research Fellow (Bot.)	Member
5.	Mr. Subhankar Saha	Pharmacist (Ayu)	Member
6.	Mr. Sankhanil Ghosh	Office Assistant	Member Secretary

DIRECTORY OF OFFICERS AND EMPLOYEES OF RARC, AGARTALA

S. No.	Name	Designation	E-mail I'd	Contact No.
1.	Dr. Deepika Tewari	Research Officer (Ayu.) In-charge	deepikaccras@gmail.com	8318757565
2.	Dr. Vimal Tewari	Research Officer (Ayu.)	vimalayuccras@gmail.com	8840816388
3.	Dr. Purnasree Nath	Senior Research Fellow (Ayu.)	purnasreenath194@gmail.com	8240502727
4.	Dr. Beauti Aktar	Senior Research Fellow (Ayu.)	beautiaktar726@gmail.com	7005719368
5.	Dr. Saheli Das	Senior Research Fellow (Ayu.)	saheli12188@gmail.com	6909523599
6.	Dr. Sujata Adhikari	Senior Research Fellow (Ayu.)	sujataadhikari2017agt@gmail.com	8787769849 / 9862787475
7.	Dr. Poulam Saha	Senior Research Fellow (Ayu.)	poulam2001saha@gmail.com	8787701560/ 7085142451
8.	Dr. Anindita Sinha	Senior Research Fellow (Ayu.)	aninditasinha93@gmail.com ditanina96@gmail.com	9366241260
9.	Dr. Aditi Acharya	Senior Research Fellow (Ayu.)	dr.acharya.aditi271999@gmail.com	9395876468/ 9436342327
10.	Dr. Susmita Debnath	Senior Research Fellow (Ayu.)	susmitadebnat52@gmail.com	8837243696
11.	Dr. Prasad Datta	Senior Research Fellow (Ayu.)	drprasaddatta@gmail.com	7975663553
12.	Mr. Prasenjit Patari	Senior Research Fellow (Bot.)	prasenjittuc2015@gmail.com	7640819615
13.	Dr. Urmi Sinha	Junior Research Fellow (Ayu.)	sinhaurmi24@gmail.com	8787835130
14.	Mr. Subir Debnath	Yoga Therapist	subirdyoga@gmail.com	9435483331
15.	Mr. Jayanta Prakash Deb	Pharmacist (Ayu.)	debjayanta583@gmail.com	9862096532
16.	Ms. Puja Sha	Pharmacist (Ayu.)	ps1359301@gmail.com	7085112534
17.	Smt. Tumpa Debnath	Pharmacist (Ayu.)	tumpa6656@gmail.com	8257058003
18.	Mr. Rahul Nama	Pharmacist (Ayu.)	namarahul228@gmail.com	9863988378
19.	Mr. Debarghya Debnath	Pharmacist (Ayu.)	debarghyadebnath1234@gmail.com	6009986821
20.	Mr. Subhankar Saha	Pharmacist (Ayu.)	ssaha8708@gmail.com	7630018935
21.	Mr. Paltu Ranjan Saha	Office Assistant	paltursaha@gmail.com/ 404319014645	9436591715
22.	Mr. Biswajit Mitra	Office Assistant	joybiswajit007@gmail.com	8787372711
23.	Mr. Sankhanil Ghosh	Office Assistant	sankhanil.ghosh12@gmail.com	7005524383
24.	Mr. Even Debbarma	Office Assistant	evendebbarma483@gmail.com	9366183138
25.	Mr. Anurag Acharya	Office Assistant	anuragacharya192004@gmail.com	9863210565
26.	Mr. Joydeep	Lab Tech	joydipmajumder6@gmail.com	9366011250
27.	Mr. Biswajit Debbarma	Driver	bd17807@gmail.com.	8415956286
28.	Mr. Shankha Bhattacharjee	MTA	sankha049@gmail.com	7005402611
29.	Mr. Sudhan Saha	MTA	sahasudhan31@gmail.com	9774847557

30.	Mrs. Purnima Das	MTA	pd7961674@gmail.com	6909147817
31.	Mr. Shayal Bhattacharjee	MTA	shayalbhattacharjee@gmail.com	9167709128
32.	Mr. Surajit Mitra	MTA	surajitmitra1999@gmail.com	9862996178
33.	Mr. Prasenjit Sutradhar	MTA	sprasenjit725@gmail.com	88415089427
34.	Mrs Lovely Das	MTA	dslovely404@gmail.com	8787624104
35.	Mr. Samuel Azim	MTA	samuelazim9@gmail.com	7085555159
36.	Mr. Prasenjit Chakraborty	Housekeeping (M)	jitprasenjit19@gmail.com	8257807547
37.	Mr. Ajit Ghosh	Security Personnel	ajitghosh780@gmail.com	7005523433

**The monthly remuneration received by each of its officers and employees,
including the system of compensation as provided in its regulation**

S. No.	Name	Designation	Pay Level	Gross Monthly Remuneration
1.	Dr. Deepika Tewari	Research Officer (Ay.) In-charge	L- 12	241302
2.	Dr. Vimal Tewari	Research Officer (Ay.)	L- 13	278826

The budget allocation to each of its agency, indicating the particulars of all plans,

Proposed expenditures and reports on disbursements made

Budget allocation/Budget received for the last five years including current year.

S. No.	Budget Head	2022-23	2023-24	2024-25	2025-26	2026-27
1	GIA-General	50,41,800	49,92,160	51,62,970	51,16,413	50,80,000
2	GIA-Salary	41,50,000	51,31,790	46,42,592	43,45,002	50,00,000 (Excluded Previous Year Salary for March 2026 = 4,35,654)
3	GIA-Capital	--	--	--	--	--
5	GIA-TSP	38,10,000	37,54,997	42,00,000	38,06,834	47,00,000
6	GIA-SAP	35,000	40,000	50,000	50,000	50,000
7	NE-PLAN	52,71,000	65,37,275	67,60,100	71,10,051	70,21,000
8	NER - RA	--	--	14,85,830	16,27,000	5,00,000
9	KAP Study	--	--	1,41,358	1,00,000	--
10	NMPB	12,75,000	15,54,801.50	10,00,561	4,69,439	18,00,000
11	PPvC	2,15,000	50,000	50,000	50,000	50,000
12	AHMIS	--	--	--	--	--
13	Contingency/ TA HQ Budget	3,10,200	2,19,413	1,05,668	--	--
14	Research Activities including Poshan Maah (HQ Budget)	1,89,600	--	--	--	--
15	Ayurveda Day (HQ Budget)	1,00,000	1,00,000	--	--	--
16	Seminar & Conference including Ayurveda Parv (HQ Budget)	1,53,500	--	--	--	--
17	Creation of Capital Assets (HQ Budget)	--	2,66,644	--	--	--
18	IMR SAMAYOGA (HQ. Budget)	--	--	--	--	12,56,000
Total		20551100	22647080.50	23599079	22674739	25457000

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

As such subsidy programmes are not undertaken by RARC, Agartala; however, subsidy/discounts are available on user charges to OPD patients and certain stake holders such as Govt. Organizations, etc.

Particulars of recipients of concessions, permits or authorizations granted by it

Not Applicable

Details in respect of the information available to or held by it,

Reduced in an electronic form

(Available at CCRAS's website i.e. www.ccras.nic.in)

The Name, Designation and other particulars of the Public Information Officers

Sl. No.	Name	Designation	Contract Number	Email ID
01.	Dr. Deepika Tewari	Research Officer, In-charge	8318757565	rarc.agt-ccras@nic.in