

F. No. 14-1/2023-CCRUM/DG
CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

(Ministry of Ayush, Govt. of India)

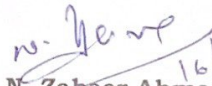
Jawahar Lal Nehru AYUSH Anusandhan Bhawan,
61-65, Institutional Area, Opp.D-Block,
Janakpuri, New Delhi- 110058

Dated: 16.06.2023

OFFICE MEMORANDUM

In supersession of the Minutes of the meeting held on 02nd June, 2023 and 08th June, 2023 issued by the Office of the Director General, CCRUM, pertaining to allotment of duties to the Nodal Officers. The following re-allocation of works are assigned to different Nodal Officers with immediate effect as in **Annexure-I**.

1. Each monitoring/dealing officer will be the Nodal Officer for the peripheral Institutes/Units/Centres, etc. indicated against them and they will assess the performance/requirements of the Institutes/Units/Centres periodically under their charge. They will also co-ordinate with the dealing hands in the Administration and Accounts Section to ensure early disposal of the proposals.
2. All the concerned officers will submit files purely technical in nature of the technical section to the Deputy Director General/Assistant Director (Unani) and Administrative file (except Establishment Files) through Assistant Director (Administration)/Administrative Officer, who will transmit the same to the Director General for his consideration.
3. In the case of proposal with financial implications, the files will be submitted through the Assistant Director (Admn.)/Administrative Officer/D.D.O. so that the cases are examined from all aspects at the initial stages itself. All the financial sanctions will be signed Assistant Director (Admn.)/Administrative Officer only.
4. This order will be effective with immediate effect and remain in force till further orders.
5. All concerned are requested to respectively handover and takeover the charges immediately.


(Dr. N. Zaheer Ahmed)
Director General

To,

1. Deputy Director General, CCRUM, New Delhi.
2. Assistant Director (Admn.), CCRUM, New Delhi.
3. Administrative Officer, CCRUM, New Delhi.
4. Accounts Officer, CCRUM, New Delhi.
5. All the concerned officers at the Headquarters
6. Heads/Incharges of the peripheral Institutes/Units/Centres of the Council.
7. Office of the Director General, CCRUM, New Delhi.

ANNEXURE-I

CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61.65, Institutional Area, Opp. D' Block, Janakpuri, New Delhi-110058
(Ministry of Ayush, Government of India)

S.No.	Name of the Monitoring / Nodal Officer	Allocation of the Centre / Work	Link Officer	Dealing person for Administrative Work
1.	Dr. Naheed Parveen, Dy. Director General	Overall Incharge Technical Wing	-	1. Mr. Meraj, O.A.
2.	Dr. Ghazala Javed, Research Officer (Unani) S-IV	Additional work as Incharge DSRU, New Delhi Monitoring and coordination of the following centres; 1. NRIUMSD, Hyderabad 2. RRIUM, Mumbai Work related to preparation & uploading of Unani content on various Social Media Platforms. Organizing of Unani Day Monitoring of the work related to Institutional Ethics Committee of the respective Institute. Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units Work related to International Collaborations and establishment of Scientific Chairs in different countries, WHO, ICD-11, TK Co-ordination of Publication Work with Mr. Niyaz Ahmad Organization of Institutional Review Meeting. Monitoring and coordination of fundamental research programme, work related to GB	LO-1st Dr. Farah Ahmad, Research Officer (Unani) S-II LO-2nd Dr. R.P. Meena, Research Officer (Chem.)	<ul style="list-style-type: none"> Mr. Riyaz Ahmed, UDC RA may be nominated Mr. Ehtisham, Consultant (Media) Mr. Mahender, DEO
3.	Dr. Pradeep Kumar, Research Officer (Pathology) S-IV	Chief Vigilance Officer of CCRUM (Part Time) Monitoring and coordination of the following centre; 1. CRU, Edathala 2. CRU, Bangalore 3. CRU, Kurnool Constitution and Monitoring of the work related to Institutional Ethics Committee of the respective Institutes/Units. Monitoring of work related CTRI. Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units Work related to Accreditation of Hospitals (NABH) CPGRAMS with Dr. Usama Akram	LO-1st Dr. Ritu Karwasra, Research Officer (Pharmacology) LO-2nd Dr. Pawan Kumar Research Officer (CP) S-IV	<ul style="list-style-type: none"> Mrs. Veena Sharma, UDC Dr. Zeba Afrin, R.A. Mrs. Vandana Kalra, O.A.

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Director General, C.C.R.U.M.
आयुष मंत्रालय, भारत सरकार, नई दिल्ली-110058
Ministry of AYUSH, Govt. of India, New Delhi-110058

		<p>Work related to SAC / SFC / EC of the Council</p> <p>SAC: Sub-Committee</p> <ol style="list-style-type: none"> 1. Dr. Ghazala Javed 2. Dr. Pradeep Kumar – Member Secretary 3. Dr. Pawan Kumar 4. Dr. RP Meena 5. Dr. Mokhtar Alam 6. Dr. Nighat Anjum 		
4.	Dr. Pawan Kumar, Research Officer (CP) S- IV	<p>Monitoring and coordination of the following centres;</p> <ol style="list-style-type: none"> 1. RRIUM, Srinagar 2. RRIUM, Bhadrak 3. RRC, Allahabad <p>Monitoring of the work related to Institutional Ethics Committee of the respective Institutes/ Centre.</p> <p>Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units</p> <p>Work related to patenting of drugs with Dr. Usama & Dr. Ritu</p> <p>Work related to commercialization of the drugs.</p> <p>Organization of Seminars/ Conferences / Training Programme /Workshop etc</p> <p>Swachhta Action Plan (SAP) & IEC Activities</p> <p>Institute to Institute collaborations with Reputed National Academic/Research Organization (Umbrella MoU)</p> <p>AYUSH Wellness Centre (AWC)</p> <p>Allotment, monitoring and coordination of the projects received under Expression of Interest Scheme including existing projects.</p> <p>Committee</p> <ol style="list-style-type: none"> 1. Dr. Pawan Kumar – Member Secretary 2. Dr. Usama Akram - Member 3. Dr. Ritu Karwasra - Member 4. Dr. Mokhtar Alam - Member 	<p>LO-1st Dr. Usama Akram, Research Officer (Unani) S II</p> <p>LO-2nd Dr. Pradeep Kumar, Research Officer (Pathology) S-IV</p>	<ul style="list-style-type: none"> • Mrs Usha Philip, Assistant • Dr. Saad Ahmed, Consultant (U) • Mr. Farhat Ali, OA
5.	Dr. Amanullah, Research Officer (Unani) S-IV	<p>Allotment, coordination and monitoring of</p> <ol style="list-style-type: none"> 1. HAKILHURM, New Delhi 2. RRIUM, Aligarh 3. CRU, Imphal <p>Administrative work related to MD/PhD Programme</p> <p>Monitoring of the work related to Institutional Ethics Committee of the respective Institutes/ Centre.</p> <p>Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units</p>	<p>LO-1st Mr. Niyaz Ahmad, Research Officer (Publication)</p> <p>LO-2nd Dr. Usama Akram, Research Officer (Unani)</p>	<ul style="list-style-type: none"> • Mr. Kamruddin, UDC • Dr. Shamim, R.A.

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		Work related to the finalization of thesis topics MD/PhD scholars and all other issues		
		Publication work related to <i>Jahan-e-Tib</i>		
		Monitoring and coordination of Regimenal therapy programme		
		Work related to drafting Preface / foreword for Literary publications.		
		Work related to Monitoring of Regimenal therapy programme		
6.	Dr. Jamal Akhtar, Research Officer (Unani) S-IV	Monitoring and coordination of the following centres; 1. CRIUM, Lucknow 2. RRIUM, Silchar Monitoring of the work related to Institutional Ethics Committee of the respective Institutes. Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units Nodal Officer for monitoring and coordination of four projects received from Minority Affairs Committee:- 1. Dr. Pawan Kumar - Member 2. Dr. Nighat Anjum - Member 3. Dr. R.P. Meena - Member 4. Dr. Jamal Akhtar - Member Secretary Nodal officer for all Ayush Correspondence including reply of parliament questions and consultative parliamentary committee reports, Ayush in India, Annual Report of Ayush, VIP References, Outcome Budget, Gender Budget etc. EMR – Committee 1. Dr. Ghazala Javed 2. Dr. Jamal Akhtar – Member Secretary 3. Dr. Nighat Anjum 4. Dr. RP Meena	LO-1st Dr. Nighat Anjum, Research Officer (Unani) S-IV LO-2nd Dr. Amanullah Research Officer (Unani) S-IV	<ul style="list-style-type: none"> • Dr. Fouzia Bashir, R.A. • Mr. Mahender, DEO • Mr. Naveen Kumar, O.A.
7.	Dr. Nighat Anjum, Research Officer (Unani) S-IV	Preparation and finalization of protocols for clinical studies and allotment of Clinical Research Programme to different clinical institutes of the Council (Progress will be monitored by the respective Nodal Officers) Allotment of clinical studies along with the supply of the research drugs Monitoring and coordination of the following centres; 1. RRIUM, New Delhi 2. RRIUM, Patna 3. CRU, Meerut Monitoring of the work related to Institutional Ethics Committee of the respective Institute.	LO-1st Dr. Jamal Akhtar, Research Officer (Unani) S-IV LO-2nd Dr. Farah Ahmad Research Officer (Unani) S-II	<ul style="list-style-type: none"> • Mr. Ratan, Assistant • Mrs. Neha, O.A.

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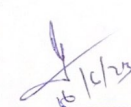
		Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units Monitoring of the projects received under IMR scheme from Council's Institutes. CPIO of the CCRUM Convener, Internal Complaint Committee (POSH)		
8.	Dr. R.P. Meena Research Officer (Chem.) S-IV	Allotment, monitoring and coordination of drug standardization programme of all the drugs standardization centres. Allotment, monitoring and coordination of Grant-in-Aid Unit at Aligarh Establishment of Drug Standardization Research Unit at RRIUM, Silchar Monitoring and coordination of Establishment of Ilaj bit Tadbeer Centre at RRIUM, Srinagar awarded under CoE NABL Accreditation of the Laboratories of different institutes Issues related to PCIM&H Vetting of the monographs on the drugs. Work related to UPC, holdings of meetings. Work related to the publication of UPI / NFUM. Monitoring of Research Papers	LO-1st Dr. Mokhtar Alam, Research Officer (Botany) LO-2nd Dr. Mustehasan Research Officer (Unani)	<ul style="list-style-type: none"> Mr Riyaz, UDC Ms Sadaf Subhani, R.A.(Chem.) Dr. Sofia Nausheen, RA (Unani)
9.	Dr. Mokhtar Alam, Research Officer (Botany)	Hindi Section Incharge of CCRUM Hqrs., New Delhi Allotment, monitoring and coordination of survey and cultivation of medicinal plants programme of SMP Units Establishment of survey and cultivation of medicinal plants Unit at RRIUM, Silchar Vetting of monographs received from the respective centres and their timely Publications Coordination with National Informatics Centre (NIC) for Internet connection / National Knowledge Network (NKN). Coordinating installation of File Tracking System (FTS). All IT related work including updating of the Website of the Council / putting Advertisement on the website and hosting of website in the NIC domain.	LO-1st Dr. R.P. Meena Research Officer (Chem.) S-IV LO-2nd Dr. Mustehasan Research Officer (Unani)	<ul style="list-style-type: none"> Ms Akhter Parveen, Hindi Assistant Ms Purna Kathuria, Hindi Translator Consultant (IT) Ms. Mehraj, D.E.O
10.	Dr. Farah Ahmad, Research Officer (Unani) S-II	Monitoring and coordination of the following centres; 1. RRIUM, Kolkata 2. CRU, Burhanpur 3. CRU, Bhopal Allotment, coordination and monitoring of pre-clinical programme with Dr. Ritu Karwasra Monitoring of the work related to Institutional Ethics Committee of the respective Institute.	LO-1st Dr. Ghazala Javed, Research Officer (Unani) S-IV LO-2nd Dr. Usama Akram,	<ul style="list-style-type: none"> Mr. Rizwan, Assistant Dr. Shagufta Parveen, R.A. Mr. Himanshu, O.A.

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 Ministry of Health and Family Welfare, Government of India, New Delhi - 110055

		Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units Monitoring and coordination of SCSP mobile program Monitoring and coordination of TSP mobile program Periodic revision of User Charges of the Council Work related to Mobile Clinical Research Program (MCRU) & School Health Programme (SHP)	Research Officer (Unani) S II	
11.	Dr. Usama Akram, Research Officer (Unani) S II	Monitoring and coordination of the following centres; 1. RRIUM, Chennai under Dr. R.P. Meena Monitoring of the work related to Institutional Ethics Committee of the respective Institutes/ Centre. Outsourcing of laboratory investigations for clinical studies allotted to respective Institutes/Units Work related to Snowmed CT Work related to CPGRAMS (Nodal Officer) under Dr. Pradeep Kumar Work related to procurement of Pharmacopoeial drugs from IMPCL (Files will be routed through Dr. RP Meena) Compilation of Clinical validation studies of the Council in consultation with Investigator (one study in each quarter for publication) AHMIS, NAMASTE Portal and others	<u>LO-1st</u> Dr. Pawan Kumar, Research Officer (CP) S- IV <u>LO-2nd</u> Dr. Ritu Karwasra, Research Officer (Pharmacology)	<ul style="list-style-type: none"> Mr. Reyaz Ahmad, UDC Mr. Mahender, DEO
12.	Dr. Ritu Karwasra, Research Officer (Pharmacology)	Associated with Nodal Officer for the work related to patenting of drugs Associated with Nodal Officer for the work related to commercialization of the drugs. Associated with Nodal Officer for the work related to the work related to Animal Ethics Committee of the respective Institute. Development of Medical Tourism Facilities at RRIUM, Srinagar and CRU, Kerala Associated with the Nodal officer to prepare and provide Inputs related to for all Ayush Correspondence including reply of parliament questions and consultative parliamentary committee reports, Ayush in India, Annual Report of Ayush, VIP References, Outcome Budget, Gender Budget etc. Compilation of Clinical validation studies of the Council in consultation with Investigator (one study in each quarter for publication) Work related to pre-clinical studies with Nodal Officer Dr. Farah Pharmaco-vigilance with Nodal Officer Dr. Pawan Kumar	<u>LO-1st</u> Dr. Pradeep Kumar, Research Officer (Pathology) S-IV <u>LO-2nd</u> Dr. Pawan Kumar, Research Officer (CP) S- IV	<ul style="list-style-type: none"> Ms Vandana, Office Assistant

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13.	Mr. Niyaz Ahmad, Research Officer (Publication)	Compilation and Publication of the Annual reports of the Council (Hindi & English)	<u>LO-1st</u> Dr. Ghazala Javed, Research Officer (Unani) S-IV	<ul style="list-style-type: none"> Ms Shabnam Siddiqui, Assistant Editor Mr. Hasnain, O.A.
		Proof reading and Publication of Monographs / Technical reports on the completed studies		
		Compilation and Publication of IEC material.		
		Publication of Hippocratic Journal Unani Medicine/Jahan e Tibb/ Newsletters.		
		Maintenance of financial records of printing, sales and publication records.		
		Supply of published literature to different centres.		
14.	Mr. H. S. Thapa, Research Officer (Statistics)	Evaluation and maintenance of monthly statistics received from the clinical Institutes/centres.	<u>LO-2nd</u> Dr. Amanullah, Research Officer (Unani) S-IV	<ul style="list-style-type: none"> Mr. Shoib Mumtaz, Consultant (Stat.)
		Preparation of monthly DO to Ministry of AYUSH / Secretary Review.		
		Monitoring overall statistical work.		
		Preparation of power point presentation for meetings with Mr Shoaib AHMIS and other clinical data work desired by the Respective nodal officers from time to time with Mr Shoaib		
		Statistical monitoring of the half yearly / annual report for the allotted centre.		
		Half yearly / annual visits to the allotted Centres with the nodal monitoring officers.		
15.	Mr. Anirban Rej, Investigator (Statistics)	Planning, allotment and monitoring of clinical programme with Nodal Officer.	Mr. Anirban Rej, Investigator (Stat.)	Mr. Shoib Mumtaz, Consultant (Stat.)
		Preparation of Annual Plan / Quarters wise Annual Action plan.		
		Statistical evaluation of the clinical studies / technical reports.		
		Compilation of profile on the institute's activities.		
		Vetting of the clinical portion of the Annual reports and also over all report, prior to printing.		
		A HMIS		
		Compilation and monitoring of statistical data of clinical validation studies of the Council in consultation with Investigator	Mr. H. S. Thapa, RO (Stat.)	


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