



National Institute of Miners' Health, Nagpur

Information u/s 4(1)(b) of Right to Information Act, 2005.

(i) **Particulars of organization;**

National Institute of Miners' Health
(Autonomous Body under administrative control of Ministry of Mines,
Govt. of India)
JNARDDC Campus, Amravati Road, Wadi,
Nagpur – 440 023
Ph Nos.: 07104 – 224121, 224494, 224495, 224268

(b) **Objectives, Functions and Duties;**

As provided in the Memorandum of Association the objectives for which National Institute of Miners' Health is established include:

- To develop a center of Miners' Health that would exclusively devote its attention to occupational health problems in mining sector concentrating on:
 1. Occupational Medicine
 2. Occupational Hygiene & Toxicology
 3. Occupational Physiology
 4. Occupational Psychology
 5. Health Education
 6. Health information system including documentation, organizing seminars and conferences with particular reference to occupational health.
- To establish strong research base in the field of occupational health pertaining to metalliferous mining including environmental dust evaluation, monitoring and chemical analysis.
- To establish infrastructure to offer modern training in the preventive and diagnostic and research aspects of miners' health for the professional and other staff in metalliferous mining sector and offer such courses in various disciplines to enable people to obtain proficiency and also academic qualifications.
- To undertake, aid, promote, guide, assess and co-ordinate research in various aspects of the health problems in both underground and open cast mines in the Metalliferous mining sectors.
- To identify specific problems and solutions for purpose of instruction and dissemination of knowledge in promotion of occupational health of miners.
- To develop and update technical know-how in analysis and interpretation of data obtained from all sources.
- To evolve environmental standards and such equipments designed for conservation of human energy to promote productivity health and safety.
- To establish, maintain and manage facilities for the acquisition, storage, retrieval, dissemination, evaluation, scrutiny and interpretation of information relating to occupational health of miners.



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- To develop purchase, lease or otherwise in whole or in part equipment and facilities to further the objects of society.
- To collaborate with scientific agencies, research organizations and educational institutions on specific projects and undertake investigation in the field of occupational health.
- To co-operate and collaborate with other national and/or foreign institutions and international organizations.
- To register patents, designs and the technical know-how that may be developed by the society and transfer of any portion of such patents/designs/technical know-how and to receive royalty and such other payments that the society may decide in this regard.
- To receive funds, grants-in-aid, donations, fees, charges etc and to invest such funds money entrusted to the society upon such securities or in such manner as may from time to time be determined by the Governing Body in line with the extant instructions of Government of India.
- To provide consultancy on charge basis to Metalliferous mining and other quarrying industries in India and abroad in the field of occupational diseases.
- To publish periodically and disseminate the results of research, development, test and evaluations conducted by the society.
- To provide fellowship to professionals in the field of occupational health of miners.
- To develop human resources in the field of occupational health of miners with a view to promote improvement in the working environment in the mining through extending continuous and sustained scientific support and assistance and providing educational inputs to all interested public and private undertakings in the mining sector.
- To promote highest possible degree of occupational health among workers in the mining sector.

(ii) **The powers and duties of its officers and employees:**

The Institute is engaged in scientific and applied research relating to Miners' Health. The Director is administrative and technical head of the Institute. The duties of officers and employees are as follows:

1. **Director:** The Director is the Principal Executive Officer and is responsible for overall functioning and administration of the institute, planning and monitoring of research projects, monitoring of client projects and overall development of the institute. He is vested with necessary administrative and financial powers to perform the functions of Chief Executive Officer. He reports to the Chairman, Governing Body and General Body of the Institute i.e. Secretary to the Government of India, Ministry of Mines.



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2. **Assistant Director, Nagpur:** Assistant Director is the head of the Research & Development activities, which is the core functions of the Institute, and reports to the Director. He performs a pivotal role to initiate project work from the clientele organizations and coordinates activities of Departments of the Institute and the clientele organizations. Project monitoring is done by him periodically through Departmental In-charges and apprised to the Director. In the absence of Director, Assistant Director officiates as in-charge and looks after routine administrative matters.
3. **Assistant Direct, KGF:** The Assistant Director, KGF is the overall in charge of registered office of the institute at KGF. He is presently entrusted with the responsibility of Secretary, NIMH. He is responsible for execution of cliental project and supervises the work of Senior Research Officer, occupational health and Scientific Officer, Hygiene. He reports to Director, NIMH.
4. **Departmental In-charge, Occupational Health:** The Research Officer is the officer in-charge of occupational health department. He is the reporting officer and controlling officer for research and technical staff. He assigns duties and responsibilities concerning Occupational Health. He is also responsible for monitoring and implementing the projects and R & D works. His performance is mainly assessed on the basis of research projects and contribution towards internal fund generation. He reports to Head (R&D) for jobs assigned to him under the guidance of Director. He acts as a guide to the research/technical staff of the department.
5. **Departmental In-charge Occupational Hygiene:** Senior Research Officer is the officer in-charge of occupational hygiene department. He is the controlling and reporting officer for research and technical staff of the department. He assigns duties and responsibilities to the staff. He is responsible for monitoring the projects and R&D works assigned to him by the Head (R&D). His performance is assessed on the basis of his research output, implementation of cliental projects and contribution towards internal fund generation. He reports to Head (R&D) for jobs assigned to him under the guidance of Director. He acts as a guide for the research/technical staff of the department.
6. **Departmental In-charge Bio Chemistry:** Biochemistry departmental In-charge is the controlling and reporting officer of Research and technical staff of the department and assigning duties and responsibilities concerning them. She is responsible for monitoring the projects and R & D works assigned to her by the Head (R & D). She is reporting to Head (R&D) for jobs assigned to her. She acts as a guide of her research/technical staff of the department. She is also in-charge of students' academic programme of biochemistry department.
7. **Head Administration:** Administrative Officer is the head of the administration and accounts. He is responsible for day to day activities in relation to the General Administration and Accounts. The



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Administrative Officer directly reports to the Director in connection with administration, establishment, finance, legal matters, official correspondence to the Ministry and external agencies, purchase, meetings, movement of the vehicles, security, discipline etc. He coordinates financial aspects of work orders received from clientele organizations of projects. At present the charge of Administrative Officer is being held by Assistant Director.

6. **Research Staff (Occupational Hygiene, Occupational Health):** The research staff consists of scientific officer, junior scientific officer senior scientific assistant and scientific assistant. All scientific staff report to their respective Departmental In-charge. They are assigned the work as per the direction of the respective Departmental In-charge. Their performance is monitored and assessed based on the performance related to their duties and responsibilities.
 7. **Technical Staff (Hygiene/Medicine & Training/Bio-chemistry):** They directly report to their respective Departmental In-charge. Their performance is monitored and assessed by the respective Research Officer. Their career achievements, promotional development and regularization of the service, etc in the Institute depend upon the assessment made by the Officer in charge which is needed at the time of Contract Review/Performance Appraisal process.
 8. **Administrative & Accounts Staff:**

The Administrative staff includes staff working in the Administration, PA to Director, security and maintenance sub-staff etc. They directly report to the Administrative Officer and assist the Administrative officer in the matter of accounts, finance and maintain the routine accounts. The accounts staff working in Accounts Section reports to the Administrative Officer/ an officer with administrative capacity assigned by the Director. All the documents related to the accounts are scrutinized by the account staff before submitting the same to the Administrative Officer for concurrence.
- (iii) **The procedure followed in decision making process, including channels of supervision and accountability;**

Chairman: The Secretary to Government of India, Ministry of Mines is the chairman of National Institute of Miners' Health, General Body and Governing Body.

General Body: The General Body of the institute consists of members as per the rules of the society. The General Body meets once every year and approves the annual report and audited accounts of the institute along with auditor's report.

Governing Body: The Governing Body of the institute consists of members as per the rules of society and elected by general body. The Governing Body meets twice a year and is entrusted with the management of affairs and trends of the institute. The governing



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body provides guidance and monitors progress of the institute in pursuits of the objective of NIMH as set forth in the memorandum of association.

Research Advisory Committee and Committee to Chart Future

Direction: Research Advisory Committee and Committee to Chart Future consist of eminent members in the field of occupational health and hygiene and other related fields related to miners' health. The committee assigned to provide guidance and review research activities for development of institute and provide long term vision. In view of the mandate of Ministry of Mines and Minerals (Development & Regulations) Act, 2010, the institute is planning to expand its activities into field of sustainable development of health impact assessment.

Director: The director is the Principal Executive Officer of the institute and is responsible for all activities of the Institute. Director being head of the Institute supervises monitors and control the day-to-day activities and decision making.

(iv) **The norms set by it for the discharge of its functions;**

The institute is engaged in applied research, collection and compilation of data and its interpretation and providing technical support services to the mining industries. Its main thrust is on promoting occupational health, hygiene and providing technical support services. The norm for carrying out technical support services varies according to the term of engagement by clientele organization and statutory Rules & Regulations as may be applicable. The data collected by Institute during field studies is used for storage, analysis and dissemination of information if required.

The performance of NIMH is judged by the qualitative and quantitative implementation of science and technology projects related to occupational health and hygiene in mining industry. Service provided to the industries to cover revenue generation for self financing and providing support services to the mining industry.

Norms of scientific research related to S&T projects are described in the project proposals as approved by the Ministry or sponsoring agency such as department of science and technology.

(v) **The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

The institute maintains records of S & T Projects and clientele projects, preserving the data collected and generated in implementation of project.

(vi) **A statement of the categories of documents that are held by it or under its control;**

Scientific and Technical research reports and data generated for the purpose.



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- (vii) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

The institute does not have any formal arrangements for consultation and interaction with public. However its all activities are in public domain.

- (viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

The list of Governing Body, General Body and Research Advisory Council and Committee to chart future Directions as given below. The meetings of various bodies and committees are not open to the public however the minutes are available in library for access to the public.



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A) List of members of the Governing Body 2011-12

	Secretary to the Govt. of India, Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Chairman
	Additional Secretary to GOI, Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Member
3	The Controller General, Indian Bureau of Mines, Indira Bhavan, Civil Lines, Nagpur – 440 001.	Member
4	Chief Labour Commissioner (Central) Ministry of Labour, Shram Shakti Bhavan, Rafi Marg, New Delhi – 110 001.	Member
5	Joint Secretary, Ministry of Health & Family Welfare, New Delhi – 110 003.	Member
6	Joint Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, C.G.O Complex, Lodhi Road, New Delhi – 110 003.	Member
7	Director (Finance) Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Member
8	Director (Technical), Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Member
9	Director General of Mines Safety, Directorate-General of Mines Safety, Ministry of Labour, Govt. of India, Dhanbad – 826 001.	Member
10	Secretary General FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi-110 020	Member
11	Director Jawaharlal Nehru Aluminium Research Design and Development Centre, Amravati Road, Wadi, Nagpur – 440 023	Member
12	The Chairman-cum-Managing Director, National Mineral Development Corpn. Ltd., Khanij Bhavan, 10-3-311/A, Castle Hills, Masab Tank, Hyderabad – 500 028.	Member
13	Director, National Institute of Miners' Health,	Member



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	JNARDDC Campus, Opp. Wadi Police Station, Wadi, Nagpur – 440 023.	
14	Chairman-cum-Managing Director, National Aluminium Company Limited, NALCO Bhavan, Nayapalli P/1, Bhubaneswar – 751 013	Member
15	Chairman-cum-Managing Director, Manganese Ore India Limited, Katol Road, Nagpur.	Member
16	Chairman-cum-Managing Director, Western Coal Fields Limited Nagpur.	Member
17	Managing Director, Rajasthan State Mines & Minerals Limited, (A Government of Rajasthan Enterprise), 4 Meera Marg, Udaipur (Rajasthan)	Member
18	Secretary, Dept. of Mines & Geology, Govt. of Jharkhand, Nepal House, Doranda, Ranchi – 834 002.	Co-opted Member
19	Director Department of Geology & Mining P.O. Kahilipara Guwahati – 781 019	Co-opted Member



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B) List of members of General Body 2011-12

	Secretary to the Govt. of India, Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Chairman
	Additional Secretary to GOI, Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Member
3	The Controller General, Indian Bureau of Mines, Indira Bhavan, Civil Lines, Nagpur – 440 001.	Member
4	Chief Labour Commissioner (Central) Ministry of Labour, Shram Shakti Bhavan, Rafi Marg, New Delhi – 110 001.	Member
5	Joint Secretary, Ministry of Health & Family Welfare, New Delhi – 110 003.	Member
6	Joint Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, C.G.O Complex, Lodhi Road, New Delhi – 110 003.	Member
7	Director (Finance) Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Member
8	Director (Technical), Ministry of Mines, Department of Mines, Shastri Bhavan, New Delhi – 110 001.	Member
9	Director General of Mines Safety, Directorate-General of Mines Safety, Ministry of Labour, Govt. of India, Dhanbad – 826 001.	Member
10	Secretary General FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi-110 020	Member
11	The Chairman-cum-Managing Director, National Mineral Development Corpn. Ltd., Khanij Bhavan, 10-3-311/A, Castle Hills, Masab Tank, Hyderabad – 500 028.	Member
12	Director, National Institute of Miners' Health, JNARDDC Campus, Wadi, Nagpur – 440 023.	Member
13	Chairman-cum-Managing Director, National Aluminium Company Limited, NALCO Bhavan, Nayapalli P/1, Bhubaneswar – 751 013	Member
14	Chairman-cum-Managing Director, Manganese Ore India Limited,	Member



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	Katol Road, Nagpur.	
15	Chairman-cum-Managing Director, Western Coal Fields Limited, Nagpur.	Member
16	Chairman-cum-Managing Director, ACC Limited, Cement House, 21, Maharishi Karve Road, Mumbai – 400 020	Member
17	Secretary Department of Mines & Geology No. 49, Khanija Bhavan, Race Course Road Bangalore – 560 002	Member
18	Director, Department of Mines & Geology, Government of Jharkhand, Nepal House, Doranda, Ranchi – 834 002	Member
19.	The Director National Environmental Engineering Research Institute (NEERI), Nehru Marg Nagpur – 440 012	Member
20	The Director, Industrial Toxicology Research Centre (ITRC) Mahatma Gandhi Marg, Lucknow – 226 001 (UP)	Member
21	The Director National Institute of Occupational Health (NIOH) Meghani Nagar, Ahmedabad - 380 016	Member



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C) Members of Research Advisory Council and Committee to Chart Future Direction of National Institute of Miners' Health

1. Dr. S. K. Dave
Ex Director, National institute of Miners' Health
Ex Director, National Institute of Occupational Health
A-1, Nanalal Park, Near Jai Hind School,
Char-rasta, Mani Nagar, Ahmedabad – 380 008
2. Representative from
The Director General of Mine Safety
Directorate General of Mine Safety
Dhanbad – 826 016, Jharkhand, India
3. Dr. Subhash D. Awale
Director, National institute of Industrial Engineering (NITIE)
Near Vihar Lake, Mumbai – 400 087, Maharashtra, India
4. Dr. B. P. Sinha
Controller General of Mines, T.M.P. Division,
India Bureau of Mines, 2nd Floor, Indira Bhawan, Civil Lines,
Nagpur – 440 102 (India)
5. Dr. T. M. Dhamgaye
Professor & Head Department of Chest Medicine & Tuberculosis
Government Medical College and Hospital
Nagpur – 440 003
6. Dr. R. B. Raidas
Director I/c. Industrial Medicine Division
Directorate General Factory Advice & Labour
Central Labour Institute's Building, N.S. Mankikar Marg, Sion,
Mumbai- 400 022.
7. Dr. P.K. Nag
Director, National Institute of Occupational Health
Meghani Nagar, Ahmedabad – 380 016
8. Prof. P. C. Panigrahi
Head, Department of Mining Engineering
Indian School of Mines, Dhanbad 826 004 (Jharkhand)
9. Dr. T. K. Chakrabarti
Outstanding scientist H,
National Environmental Engineering Research Institute,
Nehru Marg, Nagpur, 440020
10. Dr. S. K. Wadhawan
Director (Technical), Ministry of Mines
Room No. D-306, 3rd Floor, Shastri Bhavan, Dr. Rajendra Prasad Road
New Delhi – 110 115
11. Prof. S. P. Bannerjee (Chairman)
178/4, Parnasree (opp. Puddapukur Kali Temple)
Kolkata – 700 060



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(ix) **A directory of officers and employees:**

The list of employees as on date is given below;

NIMH Nagpur Research Staff

Sr. No.	Name	Designation	Category	Gr.	Date of Joining
1.	Dr. P K Sishodiya	Director	SC	A	1 st Oct-09
2.	Shri B B Mandal	Assistant Director	SC	A	11 th Oct-04
3.	Shri Debasis Chatterjee	Senior Research Officer	Gen	A	3 rd May-05
4.	Dr. S V Dhattrak	Senior Research Officer	Gen	A	1 st Mar-05
5.	Dr. Shubhangi Pingle	Senior Research Officer	OBC	A	27 th Mar-06
6.	Dr. Subroto S. Nandi	Senior Research Officer	Gen	A	1 st Mar-05
7.	Miss. Prasanna Kumari	Research Officer	SC	A	9 th Nov-11
8.	Shri N P Kulkarni	Junior Scientific Officer	Gen	B	19 th Aug-02
9.	Shri Umesh L Dhumne	Junior Scientific Officer	OBC	B	26 th Apr-05
10.	Mrs. Aruna A. Jawade	Junior Scientific Officer	SC	B	19 th Dec-05
11.	Dr. Prashant D. Zade	Senior Scientific Assistant	Gen	B	25 th Nov-05
12.	Mrs. Shilpa V. Ingole	Senior Scientific Assistant	Gen	B	29 th Jul-02
13.	Miss Rajani G. Tumane	Senior Scientific Assistant	SC	C	19 th Dec-05

NIMH Nagpur Administrative Staff

1.	Mr. Milind M. Dixit	PA to Director	Gen	C	16 th Sep-05
2.	Mr. K. Ramachandran	Senior UDC	Gen	C	15 th Jun-04

NIMH Kolar Gold Field Staff

1.	Shri G.S. Ravindra	Assistant Director	Gen	A	1 st Mar-10
2.	Shri J. Jayakumar	Scientific Officer	Gen	B	1 st Mar-10

All Scientists/Officers/Staff are initially appointed on five-year contract basis. After completion of five years of service on contract they may be considered for regular absorption if found suitable by the Appointing Authority based on the recommendation of the Contract Review and Merit Assessment Committee. The service contract can be terminated by either side by giving one month notice.



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(x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

The scale of pay and allowances of officers and employees of the Institute are as per 6th Central Pay Commission. The basic pay drawn by each employee as on 30th November 2011 is below.

Sr. No.	Name	Designation	Pay Band	Basic Pay per month from 31 st March 2011
1	Dr. P K Sishodiya	Director	Rs. 37400-67000 +10000	48350+10000
2	Mr. B B Mandal	Assistant Director	Rs.15600-39100 +Rs.7600	25240+7600
3	Shri G S Ravindra	Assistant Director	Rs.15600-39100 +Rs.7600	28220+7600
4	Dr. S V Dhattrak	Sr. Research Officer	Rs.15600-39100 +Rs.6600	21440+6600
5	Mr. Debasis Chatterjee	Sr. Research Officer	Rs.15600-39100 +Rs.6600	20480+6600
6	Dr. S S Nandi	Sr. Research Officer	Rs.15600-39100 +Rs.5400	21410+6600
7	Dr. Shubhangi Pingle	Sr. Research Officer	Rs.15600-39100 +Rs.5400	19690+6600
8	Miss. Prasanna Kumari	Research Officer	Rs.15600-39100 +Rs.5400	15600+5400
9	Shri J Jayakumar	Scientific Officer	Rs. 9300- 34800 +Rs.5400	15630+5400
10	Mr. N P Kulkarni	Junior. Scientific Officer	Rs.9300-34800 +Rs.4600	14870+4600
11	Mr. Umesh L Dhumne	Junior. Scientific Officer	Rs.9300-34800 +Rs.4600	13990+4600
12	Mrs. Aruna Jawade	Junior. Scientific Officer	Rs.9300-34800 +Rs.4600	13590+4600
14	Mrs. Shilpa Ingole	Sr. Scientific Assistant	Rs.9300-34800 +Rs.4200	12060+4200
15	Dr. Prashant Zade	Sr. Scientific Assistant	Rs.9300-34800 +Rs.4200	12550+4200
16	Miss Rajani Tumane	Sr. Scientific Assistant	Rs.9300-34800 +Rs.4200	11010+4200
17	Mr. Milind Dixit	Sr. PA to Director	Rs.9300-34800 +Rs.4200	11010+4200
18	Mr. Ramachandran	Sr. UDC	Rs.5200-20200 +Rs.2800	10040+2800



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- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;**

The Institute itself is an agency under administrative control of Ministry of Mines and does not have any sub-agency or subsidiary.

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

----- Not applicable -----

- (xiii) **Particulars of concessions, permits or authorizations granted by it;**

----- NIL -----

- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form;**

- Data regarding project & consultancy work undertaken by the Institute.
- Project Reports & Annual Reports.

- (xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

The institute is accessible to general public for issues related to occupational Health and Hygiene in Mining and Mineral based industry. The institute maintains a web site www.nimh.gov.in which is accessible to the public. Any member of public can approach the institute for further clarifications if needed. The institute maintains a library which is accessible to public with prior permission.

- (xvi) **The names, designation and other particulars of Vigilance Officer and Public Information Officers;**

Name of Vigilance Officer Shri B B Mandal
Assistant Director
E-Mail bbmandal@hotmail.com
National Institute of Miners Health
JNARDDC Campus, Amrawati Road,
Wadi, Nagpur – 440 023
Telephone No. 07104 224121/494/495
Fax 07104 – 224121

Name of CPIO Shri Debasis Chatterjee
Senior Research Officer
Name of the Office National Institute of Miners Health
JNARDDC Campus, Amrawati Road,
Wadi, Nagpur – 440 023
Telephone No 07104 – 224494/224495 (O)
07104 – 224121 (Fax)
E-Mail chatterjeedebasis7@hotmail.com



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Name of ACPIO	Shri Umesh Dhumne
Name of the Office	Junior Scientific Officer National Institute of Miners Health JNARDDC Campus, Amravati Road, Wadi, Nagpur – 440 023
Telephone No :	07104 – 224494 (Extn. 34) 07104 – 224121 (Fax)
E-Mail	umeshdhumne@rediffmail.com
Name of the appellate Authority	Dr. P K Sishodiya
Name of the Office	Director National Institute of Miners Health JNARDDC Campus, Amravati Road, Wadi, Nagpur – 440 023
Telephone No :	07104 – 224494/224495 (O) 07104 – 224121 (Fax)
E-Mail	directornimh@gmail.com