



Government of India

Ministry of Health and Family Welfare

CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU – 603 001, TAMIL NADU



PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

1. ORGANIZATION AND FUNCTION

- 1.1 Particulars of its organisation, functions and duties
[Section 4(1)(b)(i)]
- 1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]
- 1.3 Procedure followed in decision making process
[Section 4(1)(b)(iii)]
- 1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]
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functions [Section 4(1)(b)(v)]
- 1.6 Categories of documents held by the authority under its control
[Section 4(1)(b) (vi)]
- 1.7 Boards, Councils, Committees and other Bodies constituted as part
of the Public Authority [Section 4(1)(b)(viii)]
- 1.8 Directory of officers and employees [Section 4(1) (b) (ix)]
- 1.9 Monthly Remuneration received by officers & employees including
system of compensation [Section 4(1) (b) (x)]
- 1.10 Name, designation and other particulars of public information
officers [Section 4(1)(b) (xvi)]
- 1.11 No. of employees against whom Disciplinary action has been
proposed/ taken (Section 4(2))
- 1.12 Programmes to advance understanding of RTI (Section 26)
- 1.13 Transfer policy and transfer orders
[F No. 1/6/2011- IR dt. 15.4.2013]



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1. ORGANIZATION AND FUNCTION

1.1 Particulars of its organisation, functions and duties

[Section 4(1) (b) (i)]

Central Leprosy Teaching and Research Institute (CLT&RI), Chengalpattu, Tamil Nadu, was started as “Lady Willington Leprosy Sanatorium” (LWLS) under contribution from the Church of Scotland Mission in 1924. It was taken over by the Madras state in 1948, and then by the Government of India in 1955. Since April 1974, the Institute has been functioning as a subordinate office of the Directorate General of Health Service (DGHS), Ministry of Health and Family Welfare.

The Institute is located in Tirumani Village, Chengalpattu Taluk at a distance of 60 kms south of Chennai City and 06 kms from Chengalpattu railway station/bus terminus and well connected with transport facilities.

i. Name and Address of the Organization:

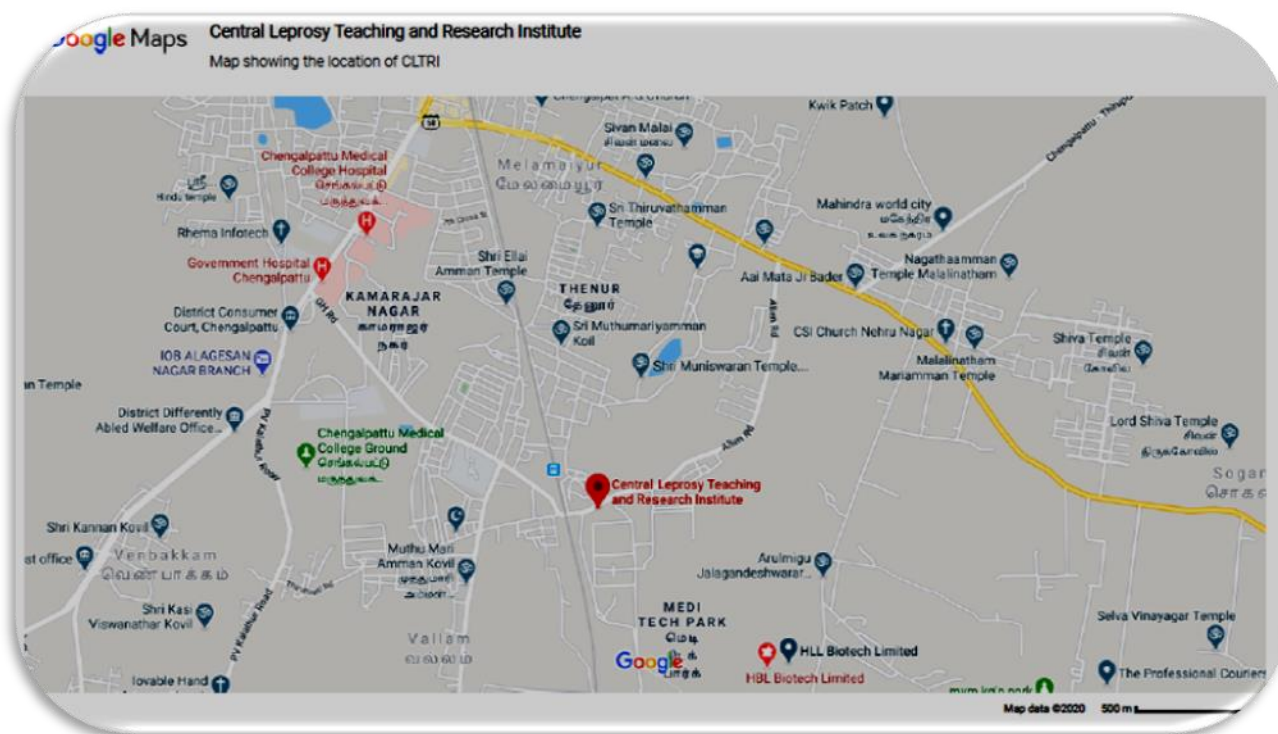
Central Leprosy Teaching & Research Institute [CLTRI]
Directorate General of Health Services (DGHS),
Ministry of Health & Family Welfare,
Government of India,
Allen Road, Tirumani,
Chengalpattu,
Tamil Nadu – 603001

Phone : 044-27426274 / 27426275 / 27426065

Email : dircltri.tnchn@nic.in, cltriadmn@gmail.com

Website : <https://www.cltri.gov.in>

Fig 1.1: Map showing the location of CLTRI



ii. Head of the Organization:

Brief Profile of Head of Organization

Name	Dr. Nirmal Joe
Age	51 Years
Cadre	General Duty Medical Officer cadre of Central Health Services (Senior Administrative Grade)
Designation	Director (Additional Charge)
Date of joining the institute	28/09/2022
Qualification	M.B.B.S., DMRD
Telephone	044-27426274 [Ext. 100]
E-mail	dircltri.tnchn@nic.in , cltriadmn@gmail.com

iii. Vision, Mission and Key Objectives

VISION:

1. To establish as the International Centre of Excellence in Hansen's disease
2. Towards "Leprosy free India", the vision of our Father of nation, Mahatma Gandhi.

MISSION:

1. To develop internationally acclaimed technical expertise in Hansen's disease.
2. To provide best quality service to persons affected with leprosy.
3. To conduct operational research to improve areas of technical, administrative and quality services of National Leprosy Eradication Programme (NLEP).
4. To provide necessary rehabilitation services for persons cured of leprosy and mainstreaming the persons affected with leprosy in the society.


KEY OBJECTIVES:

1. To provide basic and specialized diagnostic, treatment, rehabilitation and referral services to leprosy affected patients.
2. To undertake research in basic problems relating to spread and complications of leprosy and in operational aspects for eradication of Leprosy.
3. To train manpower necessary to implement National Leprosy Eradication Programme (NLEP)
4. To monitor and evaluate the National Leprosy Eradication Programme(NLEP)
5. To function as a nodal centre for promoting anti leprosy activities in the country, in collaboration with government and non-government organizations.

iv. Functions and duties

The main functions and duties of the institute is to provide diagnostic, treatment and referral services to persons affected with leprosy (PAL), trained manpower development for leprosy control / elimination, monitoring and evaluation of National Leprosy Eradication Programme (NLEP) besides, operational research on various aspects of leprosy and its control.

It has separate divisions for Clinical services, Surgery and Physiotherapy, laboratory services and division of Epidemiology and Statistics. The institute has a 124 bed hospital catering to both indoor and outdoor patients functioning round the clock.

S.NO	DIVISIONS	SERVICES / FUNCTIONS
TECHNICAL		
1.	 CLINICAL	<p>Clinical division comprises of Out Patient Department, In-Patient Department with 124 beds, Nursing section, sanitary section, central kitchen and Medical Records Department. The clinical and other essential services provided include:</p> <ol style="list-style-type: none">1. Out-patient care2. In-patient treatment3. Expert management of leprosy reactions, relapse, drug resistance and other complications of leprosy4. Teaching & training of medical & paramedical workers.5. Research activities in clinical leprosy, in collaboration with other divisions6. Maintenance of medical records relating to patient care activities7. Provision of balanced and hygienic diet8. House-keeping services9. Bio-medical and solid Waste management
2.	SURGICAL	<p>The surgical division comprises the Surgical Unit, Physiotherapy section, X-ray section, Micro-cellular Rubber Sheet manufacturing unit with dedicated foot wear and prosthesis section. The services provided by the division are:</p> <ol style="list-style-type: none">1. Surgical & non-surgical interventions for wound management and other complications2. Reconstructive surgeries (RCS) for leprosy affected persons.3. Camp based RCS surgery as requested from states4. Comprehensive Physiotherapy and rehabilitation

		<p>services.</p> <ol style="list-style-type: none"> 5. Production of MCR sheets, Provision of MCR footwear and prosthesis. 6. Support in training Programs. 7. Research activities
3.	LABORATORY	<p>This division has sections of Microbiology, Mycobacteriology, Serology, Clinical Pathology with Skin smear, Histopathology, Molecular biology, Haematology, Biochemistry, Immunology and Animal House. The major activities are as follows:</p> <ol style="list-style-type: none"> 1. All routine investigations for medical care 2. Leprosy specific investigations, including molecular diagnostics 3. Anti-microbial resistance (AMR) surveillance 4. Basic and applied research activities 5. Support in Training Programmes 6. Experimental investigations involving animals
4.	EPIDEMIOLOGY AND STATISTICS	<p>It has Technical section, training section, Monitoring & Evaluation unit, Statistical and computer section. The key functions include:</p> <ol style="list-style-type: none"> 1. Short term & long term training of medical, paramedical workers, undergraduate and postgraduate students in NLEP 2. Monitoring and Evaluation of National Leprosy Eradication Program [NLEP] 3. Field level surveillance and outreach activities 4. Operational and implementation research related to leprosy and NLEP. 5. Providing technical support for guidelines/modules and policy formulation to Central Leprosy Division. 6. Management information system for the institute and NLEP activities 7. Partnership and collaboration with other organizations
5.	ADMINISTRATION	<p>It deals with all administrative matters of the institute. It has Establishment, Accounts, Recruitment Cell, Stores, Estate, security & Maintenance and Vehicles sections.</p> <ol style="list-style-type: none"> 1. Appointments, joining, transfer and promotions of employees 2. Recruitment, framing of recruitment rules and disciplinary proceedings 3. Maintenance of service records and personal files 4. Preparation of salary/wage bills, pension papers and

		<p>other types of bills</p> <ol style="list-style-type: none"> 5. Budget estimates and utilization 6. Procurement of institute needs and maintenance of stock. 7. Providing information under RTI Act 2005 8. Liasion with DGHS, MoH&FW, State health departments and other organizations
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RIGHT TO INFORMATION

v. Organization Chart:

