

CITIZENS' CHARTER

**NATIONAL INSTITUTE OCCUPATIONAL HEALTH
MEGHANI NAGAR, AHMEDABAD-380 016, GUJARAT**



**A PERMANENT INSTITUTE
OF
INDIAN COUNCIL OF MEDICAL RESEARCH
DEPARTMENT OF HEALTH RESEARCH
MINISTRY OF HEALTH & FAMILY WELFARE GOVT. OF INDIA**

PREAMBLE

Purpose of Citizen Charter is to enhance transparency and improve the service delivery mechanism effectively for the larger public health care system and stake holders' centric. It is a step towards pro-active voluntary disclosure of the activities/services rendered by the Institute as a part of National Health Care Mission.

ABOUT THE INSTITUTE

The NIOH is the premier institute, under the aegis of the ICMR under the Department of Health Research, Ministry of Health and Family Welfare, Govt. of India.

The need for research in Occupational Health in the country was first appreciated by Indian Research Fund Association (IRFA), the forerunner of the Indian Council of Medical Research (ICMR). IRFA set up an Industrial Health Advisory Committee (IHAC) under the chairmanship of Col. Bozman in 1945. As per the recommendations of this Committee, in 1947, an Industrial Health Research Unit was created at the All India Institute of Hygiene and Public Health, Calcutta. In 1956, the IHAC recommended to the Government of India that priority should be given for the establishment of an Institute of Occupational Health Research during the Second Five Year Plan.

The National Institute of Occupational Health (NIOH), Ahmedabad, was established by the Indian Council of Medical Research, New Delhi. The Institute started functioning as "Occupational Health Research Institute" (OHRI) at the B. J. Medical College, Ahmedabad, in the year 1966. The OHRI was rechristened as "National Institute of Occupational Health" (NIOH) in 1970 and moved to the present premises. To cater local needs of the Southern and Eastern regions, the Institute established two Regional Occupational Health Centres (ROHC) at Bangalore (1977) and Calcutta (1980).

Occupational Health is a sustained activity aimed at promotion and maintenance of highest degree of physical, mental and social well being of workers in all occupations. The National Institute of Occupational Health (NIOH) has been established with the following objectives;

- To promote intensive research to evaluate environmental stresses/factors at the workplace.
- To promote the highest quality of occupational health through fundamental and applied research.

- To develop control technologies and health programmes through basic and fundamental research and to generate human resources in the field.

The Institute functions as a WHO Collaborative and Reference Centre for Occupational Health. The Institute has represented in many important functions of the Govt of India, including the Ministry of Health and Family Welfare, Ministry of Labour, Ministry of Environment and Forests, Ministry of Agriculture, Ministry of Power etc., to generate data and provide guidance and recommendations on issues related to occupational and environmental health.

To fulfil the objective of generating human resources in the field, the Institute has collaborations with well recognized organizations/institutions/universities, etc.

Since its inception, the Institute is devoted to the cause of working class of people and aims to provide "Occupational Health" to the workers engaged in all occupations and minimize deterioration of workplace environment through: Research, Education, Service and render assistance to the regulatory authorities to take necessary policy decisions for the control of occupational health related problems.

The research activities of the Institute are primarily based on national priorities and needs and envisage a multi-disciplinary approach, encompassing epidemiological studies, experimental studies, ergonomics and intervention technologies, wherever necessary. The major contribution of the institute can be seen in the form of peer-reviewed publications, reports and large number of know-how influencing policy decisions through expert advice, research, development of modules for control of occupational diseases and help development of manpower through education and training.

VISION STATEMENT

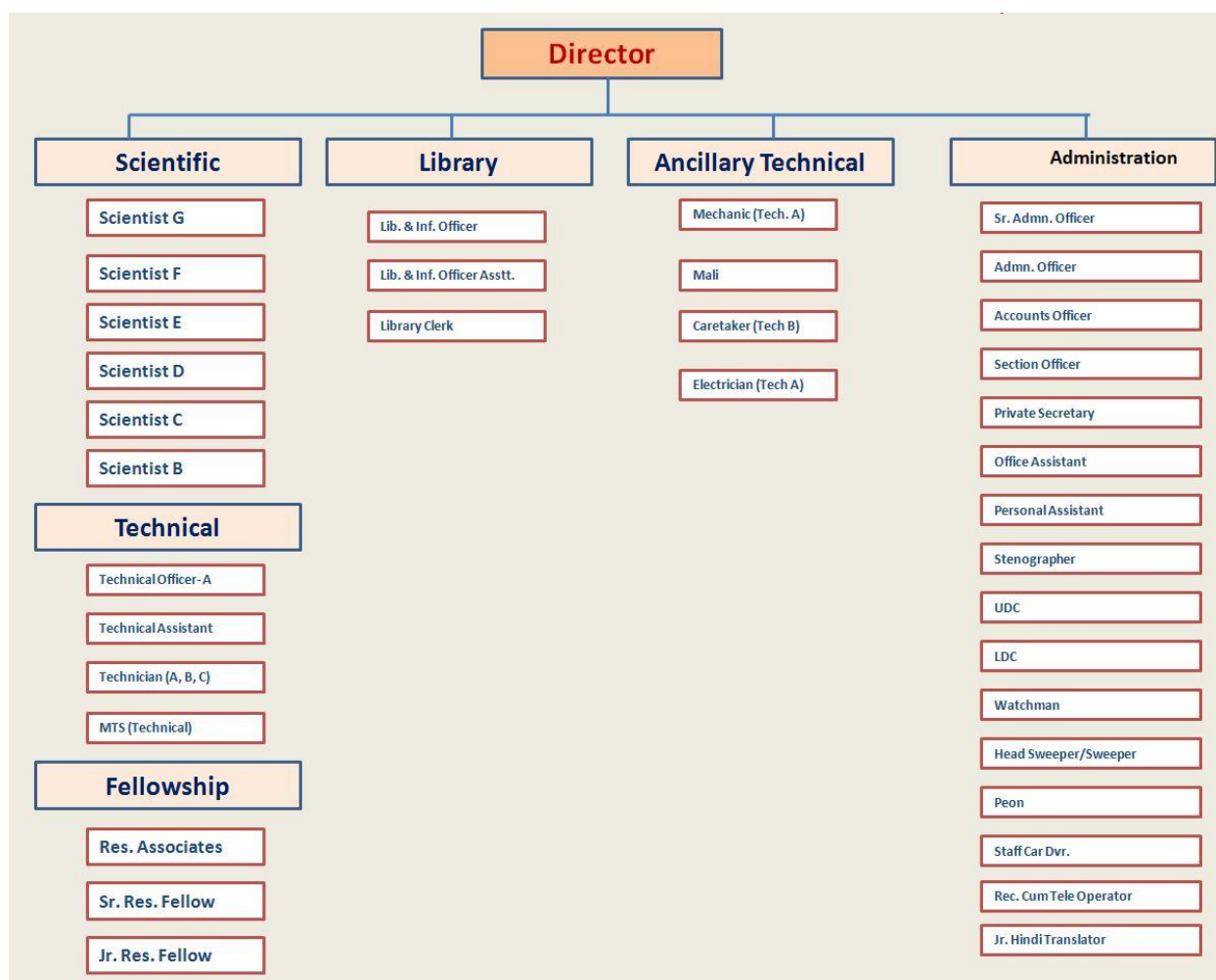
To create safe work environment through intensive research, technology development and knowledge dissemination of quality support system, in order to improve upon the health and well being of the workers.

MISSION STATEMENT

To emerge as an international ranking centre of excellence:

- Research and Technology Centre
- Academic Centre

ORGANOGRAM



INFRASTRUCTURE

The Institute is situated in 6 acres of land allotted by the Government of Gujarat. There are two buildings one is four storied (old wing) and another three storied (new wing) buildings. The old wing consists of Director's office and Administration Section and Physiology, Ergonomics, Psychology, Occupational Medicine, Radiology and Neurobehavioral laboratories. Entire new wing is consist of laboratories like Industrial Hygiene, Air Pollution, Pesticide Toxicology, Poison Information Centre, Common Analytical Instrumentation Laboratory, Geno-Microbiology, Microbiology, Biochemistry, Environmental Carcinogens Units, Reproductive Toxicology, Respiratory Medicine, Instrumentation and Biostatistics. The new wing also houses experimental animal house and exposure chambers, illumination chambers, climatic chambers, and acoustic chambers etc.

All laboratories are equipped with the basic equipments as well as sophisticated instruments essential for carrying out research work on international standards.

NATIONAL / INTERNATIONAL RECOGNITIONS

National : Institute maintains close networking with the Universities, various national institutions/centres like CSIR-Indian Institute of Toxicology Research (IITR), Directorate-General Factory Advice and Safety Labour Institute (DG-FASLI), All India Institute and Hygiene and Public Health (AII&HPH), National Environmental Engineering Research Institute (NEERI), National Institute of Miners' Health (NIMH), Sri Ramachandra Medical College and Research Institute (SRMC&RI), Institute of Science & Technology for Advanced Studies and Research (ISTAR), Indian Association of Occupational Health (IAOH) etc., medical colleges, State and Central pollution control boards, Chief Inspector of Factories and Health and Environment Department, Govt. of Gujarat, for research, training, teaching, service and consultancy work.

International: NIOH is also maintaining close networking with agencies like World Health Organization (WHO), Environmental Protection Agency (EPA), International Labour Organization (ILO), United Nations Developmental Programme (UNDP), Centre for Disease Control (CDC), International Programme on Chemical Safety (IPCS), Agency for Toxic Substances and Disease Registry (ATSDR), etc. for benefits of developing occupational and environmental health programmes.

This networking brings out work in a form of research, intervention and control technology, testing and analysis and teaching programmes in the field of occupational and environmental health.

WORKING HOURS

Working Hours 09:30 to 18:00 hrs five days a week with holidays on Saturdays, Sundays and Public Holidays declared by Government of India

TIME SCHEDULE FOR SERVICES

REVIEW MECHANISMS

Institutional

- 1 **Scientific Advisory Committee:** Reputed national and international scientists in the field of occupational and environmental health are approved as member of Scientific Advisory Committee (SAC) by the Director General (DG) in consultation with the Director. The members of SAC are free from any administrative control of DG or Director of the

Institute. They meet once in a year and critically evaluate the scientific and developmental activities of the Institute and its centres. In fact no scientific project of the institute is initiated without the prior approval of SAC.

To monitor the progress of the scientific and developmental activities recommended by SAC members, a smaller group of SAC members meet at NIOH and its regional centres as and when necessary. Observations and recommendations of this group are presented before SAC. The SAC of the regional centres is held alongwith the SAC of the Institute.

- 2 **Expert Group:** Specialized programme like Ministry of Health and Family Welfare sponsored projects on "National Programme for control and Treatment of Occupational Diseases" are evaluated every year by Expert Group of scientists.
- 3 **Scientific Advisory Group (SAG):** NIOH alongwith the Regional Medical Research Centre, Dibrugarh, Institute of Cytopathology and Preventive Oncology (ICPO) New Delhi and Desert Medicine Research Centre (DMRC) Jodhpur, National Institute for Research in Environmental Health (NIREH) Bhopal are grouped under the Non Communicable Diseases (NCD) Division of ICMR. The scientific advisory group meeting of these Institutes is held at ICMR Head Quarters annually. The Director and Chairman of the SAC make presentation of annual report and the recommendations of SAC to this group for their advice.
- 4 **Ethics Committees:**
 - **Human Ethics Committee:** It is mandatory that all the proposals on biomedical research involving human subjects should be cleared by an appropriately constituted institutional ethics committee to safe guard the welfare and the rights of the participants. Keeping this objective in mind, the Institute constituted a committee under the Chairmanship of Retired High Court Judge with experts from Medical Colleges, NGOs, and Governmental Institutions. Every year, before the SAC the Ethics committee meets and offer their comments in each new project. The suggestions and comments will be followed by scientists.
 - **Animal Ethics Committee:** Laboratory animal facility of the institute is registered with the committee for the purpose of control and supervision of experiments on animals (CPCSEA), which is a regulatory body for experiments on animals functioning under Animal Welfare Division of Ministry of Environment and Forests, Govt. of India. Institutional Animals Ethics Committee (IAEC), which includes a CPCSEA-Nominee, experts from outside the institute, and a non-scientific socially

aware member from NGO has been constituted as per directives of CPCSEA. Scientific Advisory Committee (SAC) approved research projects involving use of laboratory animals are undertaken only after getting approval of IAEC. IAEC meets as and when required and CPCSEA-Guidelines are strictly observed in maintenance of laboratory animals and in conducting experiments on them.

5 **Scientific & Financial Audit:**

- The Principal Directorate of Audit, Scientific Department, Mumbai is undertaking the audit of the accounts of the Institute. At the end of the each financial year and all the accounts of the Institute as well as accounts of the projects, sponsored by various agencies are being audited and their observations/ suggestions are being noted by this Institute for necessary compliance and improvement, Replies/ clarifications of the said observations are being sent to them through our Head-Quarter office i.e. DG, ICMR, New Delhi. The scientific activities of the projects as well as the financial activities of the Institute are also being reviewed by the Principal Directorate of Audit, Scientific Department, Mumbai.
- The internal audit team from Ministry of Health & Family Welfare, Govt. of India, New Delhi is also doing the audit of the project's accounts as well as scientific activities every year. Their observations/ suggestions are being compiled under the intimation to them.
- Internal audit team of our Headquarters i.e. DG, ICMR, New Delhi is also being conducted every year and the accounts of the Institute as well as the scientific activities are being compiled by the Institute under intimation to them.
- *Staff-appraisal*

All the members of this Institute are working in various Divisions monitored by the Head of the Department (HoD) and they are reporting the Director for their day to day activities and engagement of staff members in various duties. The Annual Confidential Report is endorsed/evaluated by the Head of the Department and submits it to the Director for final recommendation.

ICMR has adopted assessment scheme for the scientific cadre (Scientist-B and above), in which the scientists present the work carried out as per Health Research Scientists Cadre Rules of ICMR. The assessment committee reviews the work, annual confidential report and presentation of the scientist and recommends their cases for the next promotion.

Likewise for the remaining technical and administrative staff members, NIOH has set up Departmental Promotion Committee (DPC) in which the confidential report and seniority is the criteria for the consideration of the next promotion.

GRIEVANCE REDRESSAL MECHANISM

The citizen can seek information under RTI. The more information about RTI is available on website page (<http://www.nioh.org/rti.html>). Also, public grievances accepted online through (<http://www.nioh.org/publicgrievances.html>).
