



भारतीय चिकित्सा एवं होम्योपैथी भेषजसंहिता आयोग

PHARMACOPEIA COMMISSION FOR INDIAN MEDICINE & HOMOEOPATHY

आयुष मंत्रालय, भारत सरकार

Ministry of AYUSH, Government of India



1.2. (ii) Power and duties of other employees

Annexure-I: Acronym for Officers (Group A & B) of PCIM&H

Sl. No.	Name	Designation	Acronym
1.	Dr. Subash Chandra Verma	Principal Scientific Officer (Phyto-Chemistry)	PSO (SCV)
2.	Dr. Jayanthi. A	Principal Scientific Officer (Pharmacognosy)	PSO (JA)
3.	Dr. Vijay Gupta	Principal Scientific Officer (Ayurveda)	PSO (VG)
4.	Dr. Anupam Maurya	Scientific Officer (Phyto-Chemistry)	SO (AM)
5.	Dr. Nitin Rai	Scientific Officer (Pharmacognosy)	SO (NR)
6.	Dr. V. Vijayakumar	Scientific Officer (Siddha)	SO (VVK)
7.	Dr. Nikhil Mukund Jirankalgikar	Scientific Officer (Ayurveda)	SO (NMJ)
8.	Dr. Ramachandran S.	Scientific Officer (Pharmacology)	SO (RS)
9.	Dr. M. Ramesh	Scientific Officer (Microbiology)	SO (MR)
10.	Dr. Sweta Mohan	Scientific Officer (Inorganic Chemistry)	SO (SM)
11.	Ms. Devki Pant	Research Officer (Training)	RO (DP)
12.	Sh. Rahul Kala	Store Officer	StO (RK)

Annexure-II: Segregation of work among the Officers (Group A & B) of PCIM&H

Sl. No.	Name of Officer	Responsibilities	
		Nodal	Assisting
1.	PSO (SCV)	<ul style="list-style-type: none"> • Chemistry Section • Instrumentation & Drug Analysis (Chem) • NABL Accreditation (Tech. Mgr) • OHOS monographs (Chemistry, Microbiology, Homeopathy and overall coordination) • IMS • MoUs • RTI • Homoeopathy* • Scientific Advisory Board • Co-investigator for RRDR project • EoI Projects (1st allotment) • Training 	
2.	PSO (JA)	<ul style="list-style-type: none"> • Pharmacognosy Section • Instrumentation & Drug Analysis (Phg.) • RRDR (GP) & Herbal Garden as Co-investigator and nodal officer • OHOS monographs (Phg.) • Pharmacopoeia Committee • NABL Accreditation (QM) • Legal matters • First Appellate authority for RTI appeals • IT, Website, E-Office • Library 	
3.	PSO (VG)	<ul style="list-style-type: none"> • Ayurveda • Unani*, Sowa-Rigpa* • Pharmacy • APSC, UPSC • Admin Section, Maintenance of Buildings & premises and construction of new buildings • Stores • PFMS • Budget • Accounts and Audit • OHOS monographs (AU) • EoI Projects (2nd allotment – Ay.) • Finalization of desktop publications of ASU pharmacopoeial publication • Monthly DO summaries, Organisation' Reports 	

		<ul style="list-style-type: none"> Parliament question/matters and VIP References 	
4.	SO (AM)	<ul style="list-style-type: none"> CDDO 	<ul style="list-style-type: none"> Chemistry Instrumentation facility DyTM, NABL OHOS monographs (Chemistry) EoI Projects (1st allotment) Budget Accounts and Audit PFMS
5.	SO (NR)	<ul style="list-style-type: none"> Co-investigator for RRDR project 	<ul style="list-style-type: none"> Pharmacognosy DyTM, NABL OHOS (Phg.) Herbal Garden Library Sale of Printed publications
6.	SO (VVK)	<ul style="list-style-type: none"> Siddha EoI (2nd allotment – Siddha) OHOS monographs (Siddha) Establishment RRs, Restructuring of posts Part-time CVO – Vigilance matters 	<ul style="list-style-type: none"> Pharmacy
7.	SO (NMJ)	<ul style="list-style-type: none"> E-HRMS 	<ul style="list-style-type: none"> Ayurveda Pharmacy EoI (2nd allotment – Ay.) OHOS monographs (AU) MoUs UPSC Finalization of desktop publications of ASU pharmacopoeial publication Monthly DO summaries, Organisation' Reports Parliament question/matters and VIP References
8.	SO (RS)	<ul style="list-style-type: none"> Pharmacology Public Grievances CPIO – RTI (Tech) LIMBS Portal (Legal matters) 	<ul style="list-style-type: none"> Legal matters
9.	SO (MR)	<ul style="list-style-type: none"> Microbiology Swachta Action Plan Co-investigator for RRDR project HPSC CPIO – RTI (Admin) 	<ul style="list-style-type: none"> IMS certification EoI Projects (1st allotment) IT, Website, E-Office
10.	SO (SM)	<ul style="list-style-type: none"> DPIO Rajbhasha (OLI) 	<ul style="list-style-type: none"> Chemistry DyTM, NABL

		<ul style="list-style-type: none"> • Co-investigator for RRDR & Herbal Garden project 	<ul style="list-style-type: none"> • OHOS monographs (Chemistry)
11.	RO (DP)	<ul style="list-style-type: none"> • Govt. Analyst • Capacity Building Program – iGOT Karmayogi 	<ul style="list-style-type: none"> • Chemistry • Training • Internal Training Program
12.	St O (RK)	<ul style="list-style-type: none"> • Stores (GeM, Purchase, Maintenance) • Auction/ disposal of obsolete items • Printing formalities 	<ul style="list-style-type: none"> • Swachta Action Plan

Annexure -III: Details of work allocation

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
Chemistry	<ul style="list-style-type: none"> Pharmacopoeial work & PRS Drug analysis NABL Accreditation (Chem)- Coordination for accreditation, maintenance 	<ul style="list-style-type: none"> Dr. Raju Khousi Pawar, RA Sh. Satish Kumar, SA Sh. Kuldeep Singh, SA Sh. Divya Saurabh Kuswaha, SA Sh. Rajneesh Kumar, LA Ms. Shabnam Singh, LA Sh. Afzal Hashmi, SRF (Chem.) 	<ol style="list-style-type: none"> Dr. Anupam Maurya, SO Dr. Sweta Mohan, SO Ms. Devki Pant, RO 	Dr. SC Verma, PSO (Chem.)
Pharmacognosy/ Botany	<ul style="list-style-type: none"> Pharmacopoeial work & BRS Drug analysis Museum & Herbarium Survey & Collection Medicinal Plants Gardens NABL Accreditation (Phg.)/Coordination for accreditation, maintenance 	<ul style="list-style-type: none"> Ms. Nilima Singh, RA Sh. Jitendra Pal Singh, RA Dr. Lalit Tiwari, SA 	Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthy A., PSO, (Phg.)
ASU&H	Development of pharmacopoeial standards of Ayurveda drugs		Dr. Nikhil M. Jirankalgikar, SO (Ay.)	Dr. Vijay Gupta, PSO (Ay.)
	Development of pharmacopoeial standards of Sowa-Rigpa drugs		Dr. Nikhil M. Jirankalgikar, SO (Ay.)*	
	Development of pharmacopoeial standards of Unani drugs		Dr. Nikhil M. Jirankalgikar, SO (Ay.)*	

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
	Development of pharmacopoeial standards of Siddha drugs		-	Dr. V. Vijayakumar, SO (Siddha)
	Development of pharmacopoeial standards of homeopathy drugs		Dr. M. Ramesh, SO (Micro.)*	Dr. SC Verma, PSO (Chem.)*
Pharmacy	<ul style="list-style-type: none"> Maintenance of Pharmacy Preparation of ASU formulations 		Dr. V. Vijayakumar, SO (Siddha) Dr. Nikhil M. Jirankalgikar SO (Ayu)	Dr. Vijay Gupta, PSO (Ay.)
Microbiology	Drug analysis	<ul style="list-style-type: none"> Dr. Akhilesh Tiwari, SA 	Dr. M. Ramesh, SO (Micro.)	Dr. SC Verma, PSO (Chem.)
Pharmacology	Drug research	-	Dr. Ramachandran S, SO (P'cology)	Dr. SC Verma, PSO (Chem.)
Publication & Printing	<ul style="list-style-type: none"> Finalization of desktop publications of ASU pharmacopoeial publication 	<ul style="list-style-type: none"> Dr. Lalit Tiwari, SA (Phg.) 	Dr. Nikhil M. Jirankalgikar, SO (Ay.)	Dr. Vijay Gupta, PSO (Ay.)
	Printing proposals			
Co-ordination	Monthly/Annual reports, Parliament matters and VIP references	<ul style="list-style-type: none"> Dr. Lalit Tiwari, SA (Phg.) 	Dr. Nikhil M. Jirankalgikar, SO (Ay.)	Dr. Vijay Gupta, PSO (Ay.)
Trainings	Training/ Academic & students Exposure visits	<ul style="list-style-type: none"> Ms. Nilima Singh, RA Sh. Divya Saurabh Kuswaha, SA Sh. Kuldeep Singh, SA 	Mrs. Devki Pant, RO (Training)	Dr. SC Verma, PSO (Chem.)
CDTL/Appellate Laboratory	<ul style="list-style-type: none"> Testing and reporting of legal samples 	<ul style="list-style-type: none"> Sh. Kuldeep Singh, SA (<u>Sample warden</u>) (In his absence, Sh. Divya Saurabh Kuswaha, SA) 	Mrs. Devki Pant, RO (Training) (<u>Govt. Analyst</u>)	Dr. SC Verma, PSO (Chem.)

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
Pharmacopoeial Secretariate	Scientific Advisory Board	<ul style="list-style-type: none"> Allotted Regular Staff 	Dr. Anupam Maurya, SO (Chem.) Dr. Sweta Mohan, SO (Chem.)	Dr. SC Verma, PSO (Chem.)
	Pharmacopoeia Committee		Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthi A., PSO, (Phg.)
	Subcommittees		Ayu - Dr. Nikhil M. Jirankalgikar	Dr. Vijay Gupta, PSO (Ay.)
			Unani - Dr. Nikhil M. Jirankalgikar	
			-	Siddha – Dr. V. Vijayakumar
			Homoeo- Dr. M. Ramesh	Dr. SC Verma, PSO (Chem.)
Administration	General Administration	<ul style="list-style-type: none"> Sh. Rajneesh, LA Sh. Sanjay Singh Rawat, Jr. Tech. Sh. Ravinder, Temporary casual worker 	--	Dr. Vijay Gupta, PSO (Ay.)
	Maintenance of Buildings & premises and construction of new buildings			
	Transportation			
Accounts	Budget Accounts and Audit PFMS	<ul style="list-style-type: none"> Sh. Anil Babu, Assistant Sh. Rajneesh, LA 	Dr. Anupam Maurya, SO (Chem.)	Dr. Vijay Gupta
	CDDO		--	Dr. Anupam Maurya, SO (Chem.)
Establishment	<ul style="list-style-type: none"> Service matters E-HRMS 	<ul style="list-style-type: none"> Sh. Pawan Kumar Shyam, MTS Sh. Afzal Hashmi, SRF (Chem.) 	--	Dr. V. Vijayakumar, SO (Siddha)
Stores	Stores – Purchase, Maintenance	<ul style="list-style-type: none"> Sh. Rajesh Sharma, LA Ms. Shabnam Singh, LA 	Mr. Rahul Kala, Store Officer	Dr. Vijay Gupta, PSO (Ay.)

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
		<ul style="list-style-type: none"> Sh. Sanjay Singh Rawat, Jr. Tech. 		
Legal Cell	<ul style="list-style-type: none"> All Legal matters LIMBS Portal 	<ul style="list-style-type: none"> Dr. Akhilesh Tiwari, SA (Micro) (Local Admin - LIMBS) 	<ul style="list-style-type: none"> Dr. Ramachandran S., SO (P'cology) (Nodal Officer- LIMBS) 	Dr. Jayanthi A. , PSO (Phg.)
Public Grievances Cell	Public Grievances Redressal		-	Dr. Ramachandran S., SO (P'cology) In his absence - Dr. M. Ramesh, SO (Micro.)
RTI Cell	CPIO (Technical)		-	Dr. Ramachandran S., SO (P'cology)
	CPIO (Admin)		-	Dr. M. Ramesh, SO (Micro.)
	DPIO		-	Dr. Sweta Mohan, SO (In-organic-Chem.)
Vigilance	Part time CVO		-	Dr. V. Vijayakumar, SO (Siddha)
Website & IT	Management of website	<ul style="list-style-type: none"> Dr. Lalit Tiwari, SA (Phg.) 	Dr. M. Ramesh, SO (Micro)	Dr. Jayanthi A. , PSO (Phg.)
	E-Office			
	Payment Gateway			
Library	Library Books Sale of Printed publications	<ul style="list-style-type: none"> Sh. Debaranjan Samal, Jr. Tech. 	Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthi A. , PSO (Phg.)
Diary and Despatch Section	-	<ul style="list-style-type: none"> Sh. Sanjay Singh Rawat, Jr. Tech. 	-	Dr. Vijay Gupta, PSO (Ay.)

Section / Work area	Major tasks	Supporting Staff	Reporting Officer	Over all coordination
Records management	Weeding out/ Maintenance of all records	<ul style="list-style-type: none"> Sh. Divya Saurabh Kuswaha, SA 	Dr. M. Ramesh, SO (Micro.)	Dr. SC Verma, PSO (Chem.)
Miscellaneous	Swachta Action Plan	<ul style="list-style-type: none"> Dr. Akhilesh Tiwari, SA (Micro) Sh. Jeetendra Pal Singh, RA (Bot.) 	Dr. M. Ramesh, SO (Micro.)	Dr. SC Verma, PSO (Chem.)
	Rajbhasha	<ul style="list-style-type: none"> Sh. Divya Saurabh Kuswaha, SA Sh. Satish Kumar, SA (Chem.) 	Dr. Sweta Mohan, SO (In-organic-Chem.)	Dr. SC Verma, PSO (Chem.)
	Biometric Attendance	<ul style="list-style-type: none"> Sh. Jeetendra Pal Singh, RA (Bot.) 	Dr. Ramachandran S., SO (P'cology)	Dr. Jayanthi A. , PSO (Phg.)
	Arogya fair, Expo	<ul style="list-style-type: none"> Sh. Jeetendra Pal Singh, RA (Bot.) (In his absence Sh. Satish Kumar, SA (Chem.)) 	Dr. Nitin Rai, SO (Phg.)	Dr. Jayanthi A. , PSO (Phg.)

*Till recruitment of concerned regular employees

Annexure -V: Details of various Committees

Name of the Committee	Chairperson	Member- Secretary	Members
Pharmacopoeial Work Progress Monitoring Committee	Dr. SC Verma	Dr. Nikhil M. Jirankalgikar	1. Dr. Jayanthi A 2. Dr Vijay Gupta 3. Dr. V. Vijayakumar
HR (outsourced) Management	Dr Vijay Gupta	Dr. V. Vijayakumar	1. Sh. Rahul Kala 2. Mr. Rajneesh Kumar
Sexual Harassment / Gender Equality Committee	Dr. Jayanthi A.	Mrs. Devki Pant	1. Dr. Nitin Rai 2. Dr. V. Vijayakumar 3. Legal Expert 4. NGO
Local Purchase Committee	Dr. Jayanthi A.	Sh. Rahul Kala	1. Dr. Nitin Rai 2. Mrs. Devki Pant 3. Concerned Indenter
Inspection Committee for purchased materials	Dr. SC Verma	Sh. Rahul Kala	1. Dr. Sweta Mohan, SO (Chem.) 2. Dr. Akhilesh Tiwari 3. Concerned Indenter
Publication & Printing Committee	Dr Vijay Gupta	Sh Rahul Kala	1. Dr Anupam Maurya 2. Dr. Nikhil M. Jirankalgikar 3. Dr. Lalit Tiwari
SC-ST/Divyang Committee	Dr. Jayanthi A.	Sh. Jeetendra Pal Singh	1. Sh. Anil Babu 2. External member to be nominated whenever required
Compassionate ground recruitment	Dr Vijay Gupta	Sh. Satish Kumar, SA (Chem.)	1. Dr. Nitin Rai (Welfare Officer) 2. Dr. Ramachandran S 3. Dr. Lalit Tiwari 4. Sh. Rajneesh

Apart from above mentioned major tasks, all officers/staff shall look after any other official works assigned by the seniors as and when required.