

**CENTRAL COUNCIL FOR RESEARCH IN YOGA & NATUROPATHY**  
(Ministry of AYUHS, Govt. of India)  
61-65, Institutional area, Janakpuri, New Delhi-110058

F.No. 3-5 /2002-03/CCRYN/Admn.

Dated: 26.09.2023

**कार्यालय आदेश /OFFICE ORDER No. 146/2023-24**

In supersession to Council's Office Order No. 143/2023-24 dated 18.09.2023. the following work allocation in CCRYN Headquarters has been ordered to the staff mentioned hereunder with immediate effect: -

S.No.	DESIGNATION OF THE OFFICIAL	DUTIES ASSIGNED
1.	<p>Sh. Surender Sandhu, Asstt. Director (Y)</p> <p>Assisted by:</p> <p>Sh. Satish Kumar, JHT</p> <p>Sh. Arun Kumar, Jr. Steno (H)</p> <p>Sh. Yogender Rawat, Office Assistant</p> <p>(Annual Report)</p>	<ol style="list-style-type: none"> <li>1. Preparation of reply to Parliament Questions.</li> <li>2. All matters of Financial Assistance / Grant-in-aid related to International Day of Yoga</li> <li>3. To work as a Nodal officer to supervise and monitor the working of PGIYNER, Jhajjar, Haryana</li> <li>4. To act as the Member Secretary of Official Language Implementation Committee.</li> <li>5. To act as Liaison Officer in respect of SC/ST cases</li> <li>6. Preparation of the Annual Report of the Council and the Ministry.</li> <li>7. To prepare monthly DO letter for submission to the Ministry.</li> <li>8. VIP references</li> <li>9. Ministry related references and correspondences.</li> <li>10. Work relating to organization of Yoga Fests.</li> <li>11. Miscellaneous work and general work pertaining to Yoga.</li> <li>12. Work relating to Scientific and Industrial Research Organization.</li> <li>13. To work as Transparency Officer.</li> <li>14. To evaluate extramural research proposals</li> <li>15. Matters relating to International Cooperation.</li> <li>16. To discharge the functions of Drawing &amp; Disbursing Officer (DDO).</li> <li>17. To supervise activities in CRIYN, Jhajjar, Haryana and visit twice a week.</li> <li>18. Any other work assigned by the Director from time to time.</li> </ol>
2.	<p>Dr. A. Mohan Rao, Asst. Director (N)</p> <p>To be assisted by:</p> <p>Manisha</p> <p>Office Assistant</p>	<ol style="list-style-type: none"> <li>1. To look after miscellaneous work &amp; general correspondence pertaining to Naturopathy.</li> <li>2. To prepare reply to queries under RTI Act and work as CPIO.</li> <li>3. To work as Public Grievance Officer of the Council.</li> <li>4. To look all the works of CRIYN, Rohini as in-charge.</li> <li>5. To be stationed in CRIYN Rohini for 3 days a week and two days in head quarters</li> <li>6. Preparation of Agenda Minutes and Constitution of GB, Academic Committee and other Committees/ Board in coordination with the other Technical Officers/ Director.</li> <li>7. Work related to Board on Promotion and Development of Yoga</li> </ol>

		<p>&amp; Naturopathy.</p> <ol style="list-style-type: none"> <li>8. Work related to Naturopathy Day.</li> <li>9. All matters related to Financial Assistance / Grant-in-aid under Hospital Scheme</li> <li>10. Work relating to organization of Arogya melas and all other events.</li> <li>11. All matters related to NABH</li> <li>12. Accreditation of Yoga &amp; Naturopathy Institutes and Colleges.</li> <li>13. Ministry related technical references and correspondences.</li> <li>14. Court cases related to the Council.</li> <li>15. To review extramural research proposals</li> <li>16. To initiate and conduct research in Rohini.</li> <li>17. To work on collaborative research project of CCRYN</li> <li>18. Any other work assigned by the Director from time to time.</li> <li>19. Matters related to Fellowship of Ph.D.</li> <li>20. All matters related to Young Scientist Award and National Award Scheme.</li> </ol>
3.	<p><b>Dr. B. Venkateswar Rao,</b> Research Officer (Y&amp;N)</p>	<ol style="list-style-type: none"> <li>1. All matters related to AYUSH Wellness Clinic at President's Estate.</li> <li>2. Transferred to BIS on loan basis.</li> </ol>
4.	<p><b>Dr. Vadiraja H. S.</b> Research Officer (Y&amp;N)</p> <p>To be assisted by:</p> <p><b>Sh. Teerath Prakash.</b> Office Assistant (EMR)</p>	<ol style="list-style-type: none"> <li>1. All work related to Collaborative Research Centres (NIMHANS, Sanskriti Foundation).</li> <li>2. Organizing workshop/ seminars/ conferences.</li> <li>3. To look after all the matters related to EMR Scheme of Ministry of AYUSH.</li> <li>4. Work related to Multi Centric Research Studies.</li> <li>5. To work as a Nodal officer to supervise and monitor the working of PGINYER, Nagamangala, Karnataka</li> <li>6. Work related to timely publication of Research Journal.</li> <li>7. Preparation of Research publications.</li> <li>8. International Research Scheme.</li> <li>9. Work related to center for Mind Body Medicine</li> <li>10.</li> <li>11. Any other work assigned by the Director.</li> <li>12. To coordinate on IJYN</li> <li>13. To work on Intramural research</li> <li>14. Work related to Scientific advisory committee and Institutional Ethics Committee.</li> <li>15. Work on setting up of Research laboratory at Head quarters and CRIYN Nagamangala</li> <li>16. Work related to Centre of Excellence Scheme of Ministry of AYUSH.</li> </ol>
5.	<p><b>Smt. Kavita Chamoli</b></p> <p>(Assisted by Sh. Rakesh, LDC and Ms. Seema, Office</p>	<ol style="list-style-type: none"> <li>1. To work with establishment for disbursement of salaries, pay and allowances, maintain leave records,</li> <li>2. To facilitate new recruitment, preparing and uploading notices for interview in website and newspapers</li> <li>3. To facilitate manpower recruitment, induction and management in liaison with competent authority.</li> </ol>

	Assistant)	<ol style="list-style-type: none"> <li>4. To maintain attendance, fix and disburse monthly salaries and maintain records of leaves of personnel in Council</li> <li>5. Preparation and maintenance of rosters, seniority list. Vacancy position, Model Recruitment Rules as per DOPT norms. etc.</li> <li>6. To manage outsourcing agency issues and ensure timely disbursal of salaries to outsourced staff.</li> <li>7. Maintain APARs and other personal records of staff.</li> <li>8. Finalization of the Agenda Notes for SFC and GB meetings</li> <li>9. Any other work assigned by the Director from time to time.</li> </ol>
6.	<p><b>Sh. Gopal Krishna Shukla</b> (Consultant Admin)</p> <p>To be assisted by: <b>Ms. Pravitha,</b> Office Assistant <b>Ms. Ritu Singh,</b> Office Assistant</p> <p>(Ms. Pravitha to work in Director's Office as well)</p>	<ol style="list-style-type: none"> <li>1. Work related to Swachh Bharat Abhiyan - disposal and weeding of records.</li> <li>2. Develop posters on Yoga, Yoga Therapy for common ailments.</li> <li>3. To initiate the work relating to promotion and boosting of sale of Council's publications.</li> <li>4. To look after scanning and archival of records of council</li> <li>5. To look after E office implementation in the council</li> <li>6. To look after procurement through GEM. Store inventory, condemnation, auction etc. of the council's assets</li> <li>7. To oversee maintenance of asset register of the Council</li> <li>8. To look after publications and IEC materials of the council</li> <li>9. Preparation and uploading of all tender documents related to procurement on GEM or CPP</li> <li>10. All work relating to procurement, store management and entire work related to purchase etc.</li> <li>11. To examine/ monitor and renew all the contracts including AMCs.</li> <li>12. To oversee functioning of the Directors Office.</li> <li>13. To supervise activities in CRIYN, Jhajjar, Haryana and visit once a week.</li> </ol>
7.	<p><b>Sh. K. L. Gothwal</b> Consultant (Admn.)</p> <p>To be assisted by: <b>Mrs. Deepti Chauhan</b> Office Assistant &amp; <b>Sh. Anil Rautela.</b> Senior Office Assistant</p>	<ol style="list-style-type: none"> <li>1. To assist the Director in all administrative and accounts matters.</li> <li>2. Rendering advice on administrative matters.</li> <li>3. Supervision of the work relating to release of Grants-in-aid for OLD discontinued schemes of CCRYN.</li> <li>4. Monitoring of all Court cases and submitting monthly status report in consultation with Dr. A. Mohan Rao, R.O.(N), through AAO.</li> <li>5. To supervise preparation of agenda and minutes for SFC. To coordinate GB/ SAC/ IEC/ Academic Committee and other meetings and to assist in organizing of GB/ SFC/ PEC etc.</li> <li>6. Release of Grants-in-aid to various Research Institutes after technical clearance.</li> <li>7. Upkeep, maintain cleanliness in the office premises and to maintain discipline.</li> <li>8. Preparation of Annual Accounts of the Council.</li> <li>9. Allocation of funds to different heads/ schemes.</li> <li>10. Supervision of BE&amp;RE of the Council and to obtain approval of the Ministry.</li> <li>11. To keep co-ordination with the DGACR for timely carrying out audit of the accounts of the Council and settlement of outstanding Audit objections.</li> </ol>

		<ol style="list-style-type: none"> <li>12. All work relating to the publication of advertisements in the newspapers.</li> <li>13. Work relating to establishment of Project Management Unit.</li> <li>14. Preparation of EFC Notes/ UO Notes for submission to the Ministry on important issues in consultation with AAO/Consultant (Admn.).</li> <li>15. Work on operationalization of PGIYNERS</li> <li>16. To work on CCRYN expansion activities</li> <li>17. To assist Accounts department in day-to-day matters</li> <li>18. Finalization of Annual Action Plan in consultation with Technical Staff.</li> <li>19. To supervise activities in CRIYN, Nagamangala, Karnataka</li> <li>20. Any other work assigned by the Director from time to time</li> </ol>
8.	<b>Mr. Vikas – Copy Writer/Creative Expert (IT team)</b>	<ol style="list-style-type: none"> <li>1. To work on implementation of software's for manpower management</li> <li>2. To offer IT support and liaise with NIC</li> <li>3. To liaise with vendors</li> <li>4. To operate GEM portal and assist LPC on purchase of goods</li> <li>5. To help with research data management and analytics</li> <li>6. To assist in purchase and maintenance of software's in CCRYN</li> <li>7. To coordinate webinars and online events in CCRYN</li> <li>8. To trouble shoot IT related issues in the council</li> <li>9. To work on e office implementation</li> <li>10. AYUSH - Hospital Management Information System (AHMIS)</li> </ol>
9.	<b>Mr. Rahul – web designer (IT team)</b>	<ol style="list-style-type: none"> <li>1. To work on dissemination of yoga programs for Facebook, Instagram etc. and other social media outreach of CCRYN</li> <li>2. To help in maintenance and development of CCRYN website</li> <li>3. To coordinate webinars and online events in CCRYN</li> <li>4. To increase online visibility and media outreach of CCRYN</li> <li>5. To Design, brochures, web pages, and creatives for activities of CCRYN</li> <li>6. To trouble shoot IT related issues in the council</li> <li>7. To work on e office implementation</li> <li>8. To coordinate webinars and online events in CCRYN</li> </ol>
10.	<b>Sh. Ajay Kumar, Sr. Steno (English)</b>	<ol style="list-style-type: none"> <li>1. Posted for training Job responsibilities and roles will be allocated on his return</li> </ol>
11.	<b>Dr Ghanapriya, SRF (Y&amp;N)</b>	<ol style="list-style-type: none"> <li>1. IEC Cell activities and distribution of IEC materials.</li> <li>2. To develop IEC materials for website</li> <li>3. Revision of existing IEC material and preparation of new IEC materials and to ensure sufficient stock availability of IEC materials.</li> <li>4. To work on research activities and projects of the council</li> <li>5. To coordinate intramural research activities of CCRYN</li> <li>6. To take part in activities of CMBM and collaborative research</li> <li>7. To evaluate EMR proposals</li> <li>8. Conduct capacity building workshops</li> </ol>
12.	<b>Dr Shalini Awasthi, SRF (Y&amp;N)</b>	<ol style="list-style-type: none"> <li>1. To work on launch of IJYN</li> <li>2. To coordinate editorial activities of IJYN</li> <li>3. To evaluate EMR proposals</li> <li>4. To evaluate extramural research proposals</li> </ol>

		<ol style="list-style-type: none"> <li>5. To assist and coordinate outreach activities of CCRYN such as webinars, quiz, competitions etc.</li> <li>6. Developing articles of blogs and journals</li> <li>7. Assist CCRYN staff in manuscript preparation</li> <li>8. To coordinate webinars and online events in CCRYN</li> </ol>
13.	<b>Dr Nidhishree, SRF (Y&amp;N)</b>	<ol style="list-style-type: none"> <li>1. To work on research projects of the council</li> <li>2. To coordinate IEC activities like seminars, webinars, workshops etc. of the council</li> <li>3. To develop IEC materials of the council</li> <li>4. Conduct capacity building workshops</li> </ol>
14.	<b>Dr Karthik Talari, SRF (Y&amp;N)</b>	<ol style="list-style-type: none"> <li>1. To work on research projects of the council</li> <li>2. To coordinate IEC activities like seminars, webinars, workshops etc. of the council</li> <li>3. To develop IEC materials of the council</li> <li>4. Conduct capacity building workshops</li> </ol>
15.	<p><b>Mr. Sunil Anand Consultant (Admn.)</b> (Will take over Accounts till replacement for previous Accountant, Ms. Prerna is done)</p> <p><b>To be Assisted by:</b> <b>Sh. Nitin Agnihotri, Assistant Consultant (Accounts)</b></p> <p><b>Cashier/ Office Assistant (Cash)</b></p> <ol style="list-style-type: none"> <li>1. Alka, LDC</li> <li>2. Yogesh Bandari, Office Assistant</li> </ol>	<ol style="list-style-type: none"> <li>1. To deal with work related to Accounts Section.</li> <li>2. To prepare BE-RE.</li> <li>3. To prepare Annual Accounts of the Council.</li> <li>4. To check the Pay Bills, Cash Books etc.</li> <li>5. Work related to issuance of T.D.S. Certificates.</li> <li>6. Finalization of Pension case (s).</li> <li>7. To personally pursue with IFD &amp; PAO till receipt of Cheques for grants under plan &amp; non-plan.</li> <li>8. To calculate the Income Tax of staff in accordance to the Income Tax Act and deduct the tax from their salary.</li> <li>9. To issue Form-16 well in time.</li> <li>10. To submit the requisite documents to Chartered Accountant for filing the quarterly return of TDS well in time.</li> <li>11. All the correspondence with the Ministry related to Accounts matters in consultation with AAO.</li> <li>12. Work related to PFMS and ensures compliance of using PFMS.</li> <li>13. To enter all the bills in Tally software</li> <li>14. All TA bills (Local and Tour)</li> <li>15. Member Secretary and Convenor – Committee of prevention of sexual harassment of women</li> <li>16. To maintain all cash books like Non-plan, GPF, Pension, WHO, Imprest, Cash Book etc.</li> <li>17. Maintain Grants-in-aid files under Plan and Non-plan for requirement of funds from Ministry.</li> <li>18. Disbursement of cash.</li> <li>19. Preparation of Grants-in-aid bills and their draft statement for making Demand Drafts/ on-line transfer.</li> <li>20. Preparation of monthly expenditure statement under Plan and Non-plan.</li> <li>21. Preparation of Bank Reconciliation Statement.</li> <li>22. Maintenance of Grants-in-aid Bill Register (head-wise).</li> <li>23. Maintenance of FDR Register for timely renewal.</li> <li>24. Investments of FDRs.</li> <li>25. Transaction with Bank (s).</li> <li>26. Maintain Pension Register and Bank scroll.</li> <li>27. Forwarding of DDs/ Cheques and other related matters.</li> <li>28. Responsible for PFMS implementation</li> <li>29. To deal with all Establishment and Accounts matters and</li> </ol>

		<p>maintenance of all the files and records of the section.</p> <p>30. Processing for payment of bills of the outsourcing agencies. transport agency for hiring vehicles. CRIYN Canteen and various other payments of CRIYN, Rohini.</p> <p>31. Arrangements for organizing various meetings in the Council and the Ministry.</p> <p>32. To supervise activities in CRIYN, Jhajjar, Haryana and visit once a week.</p> <p>33. Any other work as assigned by Director and AAO.</p>
16.	Sh. Satish, Junior Hindi Translator	<p>1. Translation work from Hindi to English and vice versa.</p> <p>2. Maintenance of all the files and registers relating to implementation of Official Language.</p> <p>3. Assistance in the Parliament Questions &amp; RTI cases.</p> <p>4. Upkeep of the Library, keep record of books and initiate action for purchase of books &amp; journals etc.</p> <p>5. Conducting Annual Physical verification of Library Books through Committee nominated by Director.</p> <p>6. Any other work as assigned by the authority concerned.</p>
17.	Sh. Arun Kumar, Junior Steno (Hindi)	<p>1. To take dictation in Hindi from all the Officers.</p> <p>2. To do all the typing works in Hindi.</p> <p>3. Any other work as assigned by Director and AAO.</p> <p>4. To work on annual report of CCRYN</p> <p>5. To organize Hindi workshops</p>
18.	Sh. Prem Kumar. MTS	<p>1. Full charge of Store Section.</p> <p>2. To work as Storekeeper.</p> <p>3. To maintain the assets, Register of the Council and its OPDs</p> <p>4. To maintain proper Stock Entry</p> <p>5. To ensure physical verification of assets time to time.</p> <p>6. To look after the work of sale of priced publication</p>
19.	Smt Seema, Office Assistant	1. Scanning of records and archival of records
20.	Smt Deepti, Office Assistant	<p>1. Scanning of records and archival of records</p> <p>2. To assist KL Gothwal</p>
21.	Miss Ritu Singh, Office Assistant	1. To work on GEM portal
22.	Sh. Prahlad Shah Gond, MTS	1. To work with AD(N), AD(Y) and Accounts Section
23.	Shri Dheeraj Singh, MTS	<p>1. Responsible for scanning of old files and records</p> <p>2. To look after the work of Diary and dispatch.</p> <p>3. To work as assistant Storekeeper.</p>
24.	Sh. Joy P.K.. MTA  Sh. Pradeep. MTA	1. To work in the office of Director, CCRYN - To leave office after Director leaves.
25.	Sh. Pappu Kumar Sah MTA	Attending to Consultants and Y&N OPD Hqrs.

## Yoga &amp; Naturopathy OPD, CCRYN Hqrs.

S. No	Designation	Roles and Responsibilities
1.	Consultant Physician (Y&N)/ SRF (Y&N)	<ol style="list-style-type: none"> <li>1. To carryout Outpatient department activities of CCRYN OPDs/ Y&amp;N Wellness centers</li> <li>2. To perform OPD consults , interact with consultants in Hospitals</li> <li>3. To conduct at least 1 workshops or seminar every quarter</li> <li>4. To develop research proposals 1 experimental study, 1 survey every year</li> <li>5. To publish one paper every year</li> <li>6. To take part in external conferences and seminars in or outside the hospital (At least 3 conferences/seminars / year)</li> <li>7. To attend journal club of CCRYN and make presentations</li> <li>8. To develop at least one yoga therapy modules with yoga therapists</li> </ol>
2.	Yoga therapists	<ol style="list-style-type: none"> <li>1. To take yoga therapy classes for the patients</li> <li>2. To take part in seminars and conferences and other capacity building programs of CCRYN</li> <li>3. To take part in journal club meetings</li> <li>4. To develop one yoga module with photos and justification and sequence</li> <li>5. To validate yoga therapy modules by sending this to experts using DELPHI technique</li> <li>6. To carry out surveys</li> </ol>

**General Instructions:**

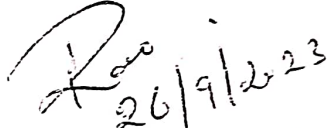
1. All the Heads of each of the Sections shall submit the files directly to the Director. However, cases involving Admn., Finance and Accounts shall be submitted through AAO/ Consultant (Admn.) and the files relating to release of Grant- in-aid, IDY and other schemes, shall be routed through the A.A.O./ Consultant (Admn.).
2. Though the above distribution of work will be followed normally, yet any work may be assigned to any officer/staff in the best interest of the Council as and when required.
3. Handing/ taking over of charge, wherever necessary, shall be done immediately.

Link officers/ officials in CCRYN Headquarters

In the absence of the officer/official on leave or official tours, the link officer/ official as detailed below will look after the work of the main officer/ official:-

Main Officer	Link Officer
AD (N) – Dr. A. Mohana Rao	AD (Y) – Sh. Surender Sandhu <i>vice versa</i>
RO (Y&N) – Dr. B. V. Rao	RO (Y&N) – Dr. Vadiraja H.S. <i>vice versa</i>
Sh. Dheeraj, MTS	Sh. Prahlad, MTS <i>vice versa</i>

1. In order to ensure smooth functioning of the Council, only one of the inter-linked officers will be deputed outside the headquarter to the extent possible.
2. While proceeding on leave/duty outside headquarters etc. the concerned officer/staff would hand over charge of his post (including keys) to the link officer.
3. The link officer/staff will be responsible for the assignments of the work to whom he/she is linked during his/her absence from headquarter.

  
 (Dr. Raghavendra Rao M.)  
 Director, CCRYN

## Copy to:

1. All above officers/ staff
2. Office Order File.
3. Concerned File