



## 1.4 Norms for discharge of function

### 1.4.1 Nature of functions / services offered

- Production of Diphtheria, Pertussis, Tetanus group of vaccines
- Rabies Diagnostic Lab and treatment center to cater the need of the general public.
- Academic programmes like Ph.D. Microbiology, Biochemistry and Biotechnology (Part time & Full time) affiliated to Bharathiar University, Coimbatore and M.D (Microbiology) affiliated to Tamilnadu Dr. M. G. R Medical University, Chennai.

### 1.4.2 Norms / standards for functions / service delivery

- Schedule M for production and Testing vaccines.
- Rules, Regulations & Bye-law for day-to-day administration.

### 1.4.3 Time-limit for achieving the targets

#### **Tentative time lines for the release of batches to Universal Immunization Programme**

S. No.	Key Mile Stones	Target date for Completion
1.	Completion of construction of new facilities (7 new facilities, 2 modified facilities)	Completed Dec.2018
2.	Facilities taken over by PIIC	Completed March 2019
3.	Pre NRA audit by NRA	Completed 28th & 29th March 2019
4.	Submission of application for NOC in CT-11	Completed 09.08.2019
5.	Submission of application for test license in Form 29 to manufacture drugs for the purpose of examination, test and analysis.	Completed 10.09.2019
6.	Joint inspection for issue of NOC in CT-11 for manufacturing drugs for the purpose of examination, test and analysis.	Completed 14.10.2019 & 15.10.2019
7.	Receipt of NOC in CT-11 by CLA	Completed 01.11.2019
8.	Receipt of test license in form 29 to manufacture drugs for the purpose of examination, test and analysis by SLA	Completed 08.01.2020
9.	Award of Operation & Maintenance contract for HVAC, water system, ETP/STP & Mechanical works to successful third party vendor	JUN 2020
10.	Award of LOA for Performance Qualification of HVAC, BAS, Autoclaves & clean room equipments. Protocol preparation work for all the PQ activities is in progress	JUN 2020 (Service agreement signed on 15.12.2020. Commencement of autoclave PQ is planned for last week of December 2020.
11.	Yearly calibration of all measuring devices attached	Completed by 31.12.2020



	to various equipments (approx 2600 Nos.) is in progress.	
12.	Completion of PQ of facilities, utilities and critical equipments	Completed (Jan. 2022) and ongoing
13.	Schedule of trial batches	Initiation: APRIL, 2022 Completion : JULY, 2022
14.	Production of Consistency batches (equivalent to commercial scale)	Initiation : MAY, 2022 Completion :OCT. 2022
15.	CDL testing and release of consistency batches	Initiation: NOV. 2022 Completion: JAN. 2023
16.	Commercial batch production initiation	APRIL 2023
17.	Supply of vaccine to UIP	DECEMBER 2023

#### 1.4.4 Process of redress of grievances

The Interim Staff Council consisting members from staff side and officers side meets periodically to redress the grievance of all staff members.

The constitutions are as follows:

##### OFFICIAL SIDE:

1.	Director	Chairman
2.	Administrative Officer	Secretary
3.	Deputy Director	Members
4.	Assistant Director*	
5.	Accounts Officer	
6.	Sr. Research Officer/Research Officer*	
7.	Procurement Officer/Purchase Officer/Stores Officer	

\* The Chairman will nominate one office each from these cadres as members.

##### STAFF SIDE:

One member each from Group "C" representing the following cadres, if the strength of each cadre being more than 10.

Group No.	Cadre/Post	No. of Representations
1	Technical Assistant	1
2	Laboratory Technician	1
3	Laboratory Assistant	1
4	Upper Division Clerks & Junior Stenographer	1
5	Multi Tasking Staff	3
6	Supervisor, Maintenance Technician,	1



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	Maintenance Assistant, Estate Care Taker and Drivers	
7	Lower Division Clerks, Library Clerk and Duffadar	1
8	Lady Representative for "C" cadre	1

Total number of Staff Representatives: 10 members.

Grievance officer – Shri A. Vairamoorthy, Administrative Officer – grievance shall be addressed on every Wednesday (open day)