



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)
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No. LGB/Estt/903/Vol-IV/3476

Dated: 03 June, 2026

OFFICE ORDER

Subject: Establishment and Operationalization of the Centre for Forensic Psychiatry (CFP) and the Centre for Community Mental Health (CCMH), LGBRIMH, Tezpur.

In pursuance of the Government of India's vision for strengthening Regional Apex Institutions and in furtherance of the mandate of LGBRIMH, Tezpur, the Competent Authority is pleased to establish two specialized, multidisciplinary institutional platforms with immediate effect. These Centres are mandated to advance clinical services, academic excellence, research, capacity building, policy development, and regional resource support for the North-Eastern Region and other assigned areas.

1. Administrative Supervision & Governance

- Overall Administrative Supervision: The Director, LGBRIMH.
- Nodal Administrative Officer (Both Centres): Dr. H. Dutta, Deputy Director. Responsible for facilitating inter-departmental coordination, resource mobilization, monitoring, administrative reporting, and liaison with external agencies.
- Accountability Framework: Centre Coordinators are required to submit quarterly progress reports, annual action plans, and outcome reports through the Nodal Administrative Officer for review by the Competent Authority.

2. Institutional Centres & Leadership Profiles

A. Centre for Forensic Psychiatry (CFP)

- Centre Coordinator: Dr. Ankur Jyoti Borah
- Designation: Assistant Professor, Department of Psychiatry
- Leadership Mandate: Provide academic, clinical, and administrative leadership. Coordinate institutional work across forensic psychiatry, prison mental health, correctional mental health, mental health law, medico-legal psychiatry, court referrals, police referrals, capacity assessments, stakeholder engagement, and related activities in consultation with the Deputy Medical Superintendent (DMS), in addition to existing duties.
- Core Institutional Nodal Mandates:
- Forensic Psychiatry Services & Medico Legal Assessments / Consultations.

- Mental Health Care Act, 2017 implementation, structural orientation, and capacity building.
- Prison, Correctional, and Police Mental Health Initiatives/Services.
- Juvenile and Child Forensic Mental Health frameworks.
- Capacity Assessment and Guardianship-related clinical evaluations.
- Targeted training for Police, Prison Personnel, Judicial Officers, and Healthcare Professionals.
- Structured research, systematic documentation, and regional policy support in Mental Health Law.

B. Centre for Community Mental Health (CCMH)

- Centre Coordinator: Dr. Indrajit Banerjee
- Designation: [To be appended]
- Leadership Mandate: Oversee planning, implementation, rigorous monitoring, and strategic evaluation of community-based mental health initiatives. Facilitate inter-departmental execution of public mental health programs; prepare and maintain duty rosters, deployment schedules, outreach teams, and operational arrangements required for smooth functioning in consultation with concerned Heads of Departments/In-Charges.
- Core Institutional Nodal Mandates:
 - Community Mental Health Services and wide-scale Public Mental Health Initiatives.
 - District Mental Health Programme (DMHP) structural support activities.
 - Community-Based Rehabilitation (CBR), Extension, and Outreach Services.
 - Tele-MANAS and regional digital Tele-Mental Health Services.
 - Strategic awareness, Advocacy campaigns, and IEC (Information, Education, Communication) activities.
 - Community capacity building, Civil Society, and NGO collaborations.
 - Community mental health field research, grassroots innovation, and localized policy support.

3. Multidisciplinary Resource Pool & HoD Mandates

To drive execution without causing disruption to core institutional workflows, the Centres will utilize a cross-departmental, multidisciplinary resource matrix.

- Participation Basis: Ordinarily on a part-time basis. Deployment must be calibrated so it does not adversely affect routine clinical, academic, or administrative departmental responsibilities.
- Eligible Matrix Personnel: Faculty members, senior residents, junior residents, research scholars, clinical trainees, and assigned staff across specified disciplines.

- Relevant Disciplines: Psychiatry, Clinical Psychology, Psychiatric Social Work, Psychiatric Nursing, Child & Adolescent Psychiatry, Addiction Psychiatry, Geriatric Mental Health, Occupational Therapy, Neurology, Community Psychiatry, Tele-MANAS units, Medical Records, Legal Cell, Information Technology/Informatics, Rehabilitation Services, and any other discipline considered necessary.

Mandatory Responsibilities of Heads of Departments / In-Charges:

1. Strategic Nominations: Identify and nominate qualified personnel for specialized Centre activities within the stipulated window.
2. Roster Facilitation: Actively support and facilitate operational participation of nominated staff as per approved rosters. Operational Support: Extend necessary academic, clinical, administrative, and logistical cooperation to both Centres.
3. Research Promotion: Encourage and clear collaborative research, targeted training, and extension activities.
4. Functional Integration: Ensure seamless workflow integration of Centre activities with routine departmental responsibilities.

4. Immediate Operational Action Plan & Timelines

Actionable Deliverable	Accountable Party	Mandated Deadline
Joint Inception Meeting	Centre Coordinators (Dr. A. J. Borah & Dr. I. Banerjee)	Within seven (07) days from date of issue
Submission of Faculty & Staff Nominations	All Heads of Departments / Institutional In-Charges	Within fifteen (15) days from date of issue
Comprehensive Joint Action Plan Submission	Centre Coordinators (Through Nodal Administrative Officer)	Within twenty (20) days from date of issue

5. Mandated Core Pillars of the Comprehensive Action Plan


- Human Resource Deployment & operational cross-departmental scheduling.
- Clinical Service Development roadmaps tailored for forensic and public/outreach sectors.
- Training and Capacity-Building Programs designed for inter-sectoral professionals.
- Structured Research and Publication Roadmaps targeting critical regional needs.
- Outreach and Field-Level Community Engagement Activities.
- Inter-Institutional and Inter-Agency Collaborations (Judiciary, Police, Health Departments, NGOs).
- Tele-Services and Digital Mental Health Initiatives utilizing existing Tele-MANAS structures.

- Granular framing of Short-term, Medium-term, and Long-term operational milestones.

6. Center Coordinator Tenure & KPIs

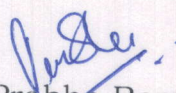
- Tenure: The initial tenure for the Centre Coordinators shall be limited to one (01) year. Extension beyond the initial year is subject to the approval of the Competent Authority and is strictly contingent upon satisfactory performance.
- Key Performance Indicators (KPIs) for Review:
 - Timely submission and operational execution of Quarterly Progress Reports and Annual Action Plans.
 - Successful deployment and maintenance of equitable rotational duty rosters.
 - Achievement of short-term and medium-term milestones outlined in the Joint Action Plan.
 - Demonstrable progress in inter-sectoral collaborations, community capacity building, and regional policy support documentation.

This issues with the approval of the Competent Authority.


(Mrs. Prabha Boro)
I/c Administrative Officer
LGBRIMH, Tezpur

Copy to:

1. The Deputy Secretary, Mental Health, Ministry of Health & Family Welfare, Government of India, Kartavya Bhawan - 1, New Delhi - 110011.
2. Dr. H. Dutta, OSD, Deputy Director & HoD, Department of Addiction Medicine.
3. The Under Secretary, Ministry of Health & Family Welfare, Government of India, Kartavya Bhawan - 1, New Delhi - 110011.
4. Medical Superintendent / Deputy Medical Superintendent
5. All Heads of Departments / Centre In-Charges
6. Dr. Ankur Jyoti Borah, Assistant Professor & Coordinator (CFP)
7. Dr. Indrajit Banerjee, Assistant Professor & Coordinator (CCMH)
8. IT Cell (For uploading on the institutional website)
9. PA to the Director, LGBRIMH (for kind information)
10. Office Copy


(Mrs. Prabha Boro)
I/c Administrative Officer
LGBRIMH, Tezpur