

**Information in respect of Administration division, DHR required to be disclosed as per the FRAMEWORK FOR TRANSPARENCY AUDIT**

**1. Organisation and Function**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Information/ remarks</b>
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	DEPARTMENT OF HEALTH RESEARCH, 2 <sup>nd</sup> floor Indian Red Cross Society Building Red Cross Road, New Delhi-01.
		(ii) Head of the organization	Secretary, Department of Health Research
		(iii) Vision, Mission and Key objectives	Available in the annual report on the DHR website: <a href="https://dhr.gov.in/sites/default/files/DoHR%20Annual%20Report%202020-21_Eng.pdf">https://dhr.gov.in/sites/default/files/DoHR%20Annual%20Report%202020-21_Eng.pdf</a> (pg 1)
		(iv) Function and duties	Available in DHR website: <a href="https://dhr.gov.in/work-allocation">https://dhr.gov.in/work-allocation</a>
		(v) Organization Chart	Available on the DHR website :- <a href="https://dhr.gov.in/about-us/organizational-chart">https://dhr.gov.in/about-us/organizational-chart</a>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Department of Health Research (DHR) was created as a separate Department within the Ministry of Health & Family Welfare by an amendment to the Government of India (Allocation of Business) Rules, 1961 on 17.09.2007. The Department became functional from November 2008 with the appointment of first Secretary of the Department. Currently the Department is headed by Prof.(Dr.) Balram Bhargava, Secretary (DHR) (16/4/2018 till date).
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Powers and duties of officers depend on the work allocation, rules of the Government as amended from time to time and the delegation of powers (Administrative/ Financial).
		(ii) Power and duties of other employees	Not applicable
		(iii) Rules/ orders under which powers and duty are derived and	Rules of the Government as amended from time to time such as the Delegation of Financial Power rules, etc.
		(iv) Exercised	
		(v) Work allocation	Available on the DHR website: <a href="https://dhr.gov.in/work-allocation">https://dhr.gov.in/work-allocation</a>
1.3	Procedure followed in decision making process [Section	(i) Process of decision making Identify key decision making points	Decision making is done as per hierarchical line of control depicted in the organizational setup and by interaction with stake holders.
		(ii) Final decision making authority	Hon'ble Health and Family Welfare Minister/ Hon'ble MoS (Health and Family Welfare)/ Secretary (DHR)/ Joint Secretary (DHR). However, it varies from case to case with reference to delegation of powers (Administrative / Financial)
		(iii) Related provisions, acts, rules etc.	For administrative functions rules of Central Government as amended from time to

	4(1)(b)(iii)]		time such as Central Civil Services (CCS) Rules, General Financial Rules (GFR), etc.
		(iv) Time limit for taking a decisions, if any	Available in the citizen charter on the DHR website: <a href="https://dhr.gov.in/documents/citizensclients-charter">https://dhr.gov.in/documents/citizensclients-charter</a>
		(v) Channel of supervision and accountability	Concerned In-charges as per the organisational chart supervise the work.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Available in the citizen charter on the DHR website: <a href="https://dhr.gov.in/documents/citizensclients-charter">https://dhr.gov.in/documents/citizensclients-charter</a>
		(ii) Norms/ standards for functions/ service delivery	These services can be accessed by their respective portals or through written requests.
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	The various instructions/ guidelines in respect of schemes administered by DHR are available on the DHR website: <a href="https://dhr.gov.in/schemes">https://dhr.gov.in/schemes</a>
		(ii) List of Rules, regulations, instructions manuals and records.	For administrative functions rules of Central Government as amended time to time. – Central Civil Services (CCS) Rules
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	The posting/ transfer matters of DHR officials are handled by Department of Health and Family Welfare.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Procurement files, Establishment files.
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees	(i) Name of Boards, Council, Committee etc.	(i.) The Indian Council of Medical Research is an autonomous council under the Department of Health Research which is the apex body in India for the formulation, coordination and promotion of biomedical research. Details about
		(ii) Composition	

	and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(iii) Dates from which constituted	(ii.) ICMR are available on their website:- <a href="https://www.icmr.gov.in/">https://www.icmr.gov.in/</a> Sexual harassment committee has been constituted, order is available on the website: <a href="https://dhr.gov.in/sites/default/files/ICC.pdf">https://dhr.gov.in/sites/default/files/ICC.pdf</a>			
		(iv) Term/ Tenure				
		(v) Powers and functions				
		(vi) Whether their meetings are open to the public?	The meetings of the Department and ICMR are internal matters as per their mandate and as such not open to public.			
		(vii) Whether the minutes of the meetings are open to the public?	Depends upon the nature of the contents of the minutes.			
		(viii) Place where the minutes if open to the public are available?	Generally on the website of the Department of Health Research/ Indian Council of Medical Research.			
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Available on the DHR website: <a href="https://dhr.gov.in/who-who">https://dhr.gov.in/who-who</a>			
		(ii) Telephone , fax and email ID				
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Sl.No.	Name of the officials	Designation	Level in pay matrix
			1.	SMT GEETA NARAYAN	JOINT SECRETARY	14
			2.	SMT ANU NAGAR	JOINT SECRETARY	14
			3.	SHRI VINOD KUMAR	DEPUTY SECRETARY	12
			4.	SHRI DAULAT RAM MEENA	DEPUTY SECRETARY	12
			5.	SMT ARUNA BAHU SEN	DEPUTY SECRETARY	12
			6.	SMT RAJNI AHUJA	Sr.PPS	12
			7.	SHRI ADARSH KUMAR	Sr.PPS	12
			8.	SHRI R.J. MEENA	UNDER SECRETARY	11
			9.	SHRI MOHANLAL	UNDER SECRETARY	11
			10.	SHRI DINESH KUMAR	UNDER SECRETARY	11
			11.	SHRI H.C. MONDAL	UNDER SECRETARY	11
			12.	SHRI S.K.SAGAR	PPS	11
			13.	SMT P. VIJAYA	PPS	11
			14.	SHRI B.P. NAUTIYAL	SECTION OFFICER	10
			15.	SMT MOHITA SAXENA	ASSISTANT DIRECTOR	10
			16.	SHRI JACOB LALMALSAWN	SECTION OFFICER	08
17.	SMT. KANCHAN MADAN	PRIVATE SECRETARY	08			

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		(ii) System of compensation as provided in its regulations	As per pay rules of central government.																												
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority  (ii) Address, telephone numbers and email ID of each designated official.	Available on the DHR website: <a href="https://dhr.gov.in/rti/former-cpio-appellate-authorities">https://dhr.gov.in/rti/former-cpio-appellate-authorities</a>																												
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	The Establishment and Vigilance matters of officials of DHR are dealt by Department of Health and Family Welfare.																												

1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	A half day training programme was conducted by Sh K Govindrajulu, faculty from ISTM to conduct a session on RTI act (1000 hrs to 1300 hrs) in the Department of Health Research on 13th September 2019. <b>Venue-</b> Conference Hall, 1st floor, Indian Red Cross Society Headquarters.
		(ii) Efforts to encourage public authority to participate in these programmes	The Nodal Authority is DoPT and the update in this regard may be seen on the link - <a href="https://dopt.gov.in/guidelines-on-rti">https://dopt.gov.in/guidelines-on-rti</a> (External website link)
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		The posting/ transfer matters of DHR officials are handled by Department of Health and Family Welfare.