

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

4. E. Governance

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	All information on the Research Schemes is available in English.
		(ii) Vernacular/ Local Language	No
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Updating of documents is a continuous process, carried out from time to time
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Available electronic reports may be accessed under Documents menu on DHR website (https://dhr.gov.in/).
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section (1) (b) (xv)]	(i) Name & location of the facility	Department of Health Research, 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi - 110001.
		(ii) Details of information made available	Available on DHR website (https://dhr.gov.in/).
		(iii) Working hours of the facility	9:00AM to 5:30PM (Monday to Friday)
		(iv) Contact person & contact details (Phone, fax e-mail)	Available on the link - https://dhr.gov.in/who-who
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressed mechanism	1. The Department has already appointed a Nodal Officer and Appellate Authority to deal with and redress Public Grievances received from the Public, Govt. employees of the Department and its one autonomous body/ subordinate office namely Indian Council of Medical Research (ICMR). The major chunk of grievances is received mainly online through CPGRAMS.

		2. The grievances are monitored on daily basis and also reviewed by the Joint Secretary at regular intervals. The grievances pertaining to the ICMR (AB of the Department) are also reviewed from time to time at the Department level by holding meetings with the ICMR and sensitizing them about the early and quality redressal of the grievances.				
	(ii) Details of applications received under RTI and information provided	<table border="1"> <tr> <td>Total RTI received (during 2021-22)</td> <td>617</td> </tr> <tr> <td>Total information provided (during 2021-22)</td> <td>176</td> </tr> </table>	Total RTI received (during 2021-22)	617	Total information provided (during 2021-22)	176
Total RTI received (during 2021-22)	617					
Total information provided (during 2021-22)	176					
	(iii) List of completed schemes/ projects/ Programmes	Implementation of schemes is a continuous process. Further details may be accessed under Schemes menu on DHR website (https://dhr.gov.in/).				
	(iv) List of schemes/ projects/ programme underway	<p>The schemes namely,</p> <ol style="list-style-type: none"> 1. Setting up of Nation-wide of laboratories for managing epidemics and National calamities is a central sector scheme. The Viral and Research Diagnostic Laboratories (VRDL's) set up under it undertake the research work. No project/programme undertaken/conducted under the scheme 2. Establishing Multi Disciplinary Research Units (MRUs) in Government Medical Colleges/ Research Institutes. 3. Model Rural Health Research Units (MRHRUs) in the States. 				
	(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract					
	(vi) Annual Report	Annual reports may be accessed here: https://dhr.gov.in/documents/annual-reports				
	(vii) Frequently Asked Question (FAQs)					
	(viii) Any other information such as a) Citizen's Charter	Citizen client charter may be accessed here: https://dhr.gov.in/documents/citizensclients-charter				
	b) Result Framework Document (RFD)					

		c) Six monthly reports on the							
		d) Performance against the benchmarks set in the Citizen's Charter							
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	<table border="1"> <thead> <tr> <th>Applications</th> <th>Received</th> <th>Disposed of</th> </tr> </thead> <tbody> <tr> <td>During the FY 2021-22</td> <td>617</td> <td>602</td> </tr> </tbody> </table>	Applications	Received	Disposed of	During the FY 2021-22	617	602
Applications	Received	Disposed of							
During the FY 2021-22	617	602							
		(ii) Details of appeals received and orders issued	<table border="1"> <thead> <tr> <th>Appeals</th> <th>Received</th> <th>Disposed of</th> </tr> </thead> <tbody> <tr> <td>During the FY 2021-22</td> <td>10</td> <td>9</td> </tr> </tbody> </table>	Appeals	Received	Disposed of	During the FY 2021-22	10	9
Appeals	Received	Disposed of							
During the FY 2021-22	10	9							
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	<p>Find enclosed the details :</p> <p>https://dhr.gov.in/sites/default/files/COMBINED%20LOK%20SABHA%20QUESTIONS.pdf</p> <p>https://dhr.gov.in/sites/default/files/COMBINED%20RAJYA%20SABHA%20QUESTIONS.pdf</p>						

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5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of a) Current CPIOs & FAAs b) Earlier CPIO & FAAs from 1.1.2015	Name & details of the CPIOs & FAAs may be accessed here: https://dhr.gov.in/rti/former-cpio-appellate-authorities
		(ii) Details of third party audit of voluntary disclosure a) Dates of audit carried out. b) Report of the audit carried out	The third party audit for the year 2020-21 was done by National Institute of Health & Family Welfare (NIHFW) in the month of October, 2021. The report is available on the CIC portal in the account of this Department's Public Authority.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD a) Date of appointment b) Name & Designation of the officers	a) Date of appointment- 6th August 2021 b) Name & Designation of the officers- Mrs. Geeta Narayan (Joint Secretary, In-charge Administration) . However, functions and duties are further delegated to DS (Coord), Sh. S.N. Jasra.
		(iv) Consultancy committee of key stake holders for advice on suomotu disclosure a) Dates from which constituted b) Name & Designation of the officers	a) Dates from which constituted- 6th August 2021 b) Name & Designation of the officers- (i) Shri Vinod Kumar (DS, Admn.) (ii) Shri D. R. Meena (Director, VRDL Division)
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI a) Dates from which constituted b) Name & Designation of the Officers	a) Dates from which constituted- 6th August 2021 b) Name & Designation of the Officers- (i) Shri H. C. Mondal (US, ICMR Division)

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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Necessary documents like scheme guidelines, result of "call for applications", important circulars, budgetary information is already bring put up on the DHR website. Further link for ICMR Portal is also given in the DHR site wherein all ICMR related information may be accessed.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<ul style="list-style-type: none"> (i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website? 	The department is in process of validating the STQC certificate. The website is currently displaying the older certificate.