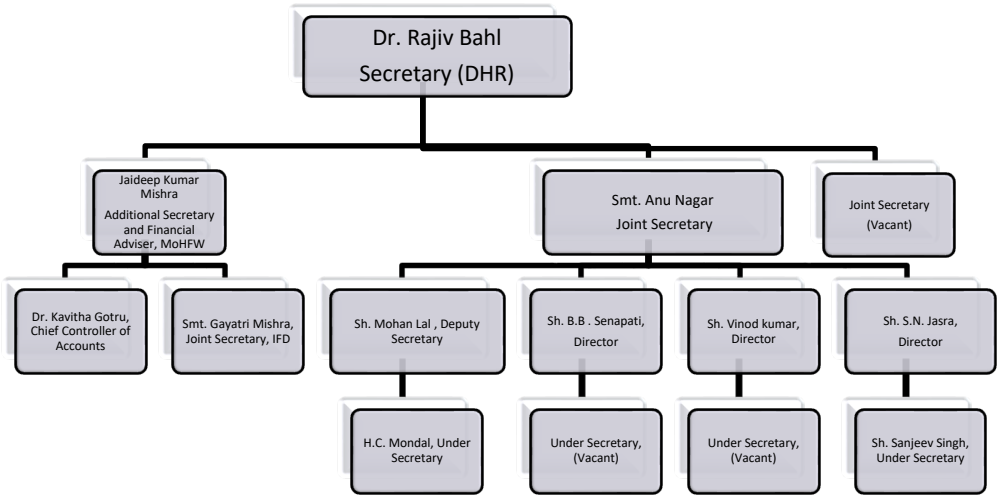
Information in respect of Administration division, DHR required to be disclosed as per the FRAMEWORK FOR TRANSPARENCY AUDIT

1. Organisation and Function

S.No.	Item	Details of disclosure	Information/ remarks
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, 2nd 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	The aim of the DHR is to bring modern health technologies to the people through research and innovations related to diagnosis, treatment methods and vaccines for preventions; to translate them into products and processes and, in synergy with concerned organizations, introduce these innovations into public health system
		(iv) Function and duties	Functions and duties of DHR are: (i) Promotion and co-ordination of basic, applied and clinical research including clinical trials and operational research in areas related to medical, health, biomedical and medical profession and education through development of infrastructure, manpower and skills in cutting edge areas and management of related information thereto. (ii) Promote and provide guidance on research governance issues, including ethical issues in medical and health research. (iii) Inter-sectoral coordination and promotion of public - private – partnership in medical, biomedical and health research related areas. (iv) Advanced training in research areas concerning medicine and health, including grant of fellowships for such training in India and abroad. (v) International co-operation in medical and health research, including work related to international conferences in related areas in India and abroad. (vi) Technical support for dealing with epidemics and natural calamities. (vii) Investigation of outbreaks due to new and exotic agents and development of tools for prevention. (viii) Matters relating to scientific societies and associations, charitable and religious endowments in medicine and health research areas.

			(ix) Coordination between organizations and institutes under the Central and State Government in areas related to the subjects entrusted to the Department and for the promotion of special studies in medicine and health. (x) Administering and monitoring of Indian Council of Medical Research (ICMR).
		(v) Organization Chart	
		(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 Dr. Rajiv Bahl, Secretary (DHR).
1.2	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	Powers and duties of officers are as per extant Government guidelines of Department of Personnel and Training, Ministry of Finance, etc.
		(ii) Power and duties of other employees	As per the extant relevant Government guidelines.

	[Section 4(1) (b)(ii)]	(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: https://dhr.gov.in/work-allocation
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(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). 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 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: https://dhr.gov.in/documents/citizensclients-charter
		(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: https://dhr.gov.in/documents/citizensclients-charter These services can be accessed through the respective portals or through written requests.
		(ii) Norms/ standards for functions/ service delivery	
		(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: https://dhr.gov.in/schemes
		(ii) List of Rules, regulations, instructions manuals and records.	For administrative and financial functions rules of Central Government as amended time to time. – Central Civil Services (CCS) Rules & General Financial Rules 2017 as amended from time to time.
		(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	(i) Categories of documents	Administration section has category C documents pertaining to matters relating to Establishment, Common office services and Coordination.

	the authority under its control [Section 4(1)(b)(vi)]	(ii) Custodian of documents/categories	Section Officer/ Under Secretary in respective sections are custodian of documents.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	As far as Administration section is concerned, Sexual Harassment Committee has been constituted, order is available on the website: https://dhr.gov.in/sites/default/files/ICC.pdf . It is a continuous committee. However, composition changes with the change/ transfer of the incumbents of the committee. The powers and functions of the committee are as per the guidelines published by DoPT dated 04.11.2022. link is available at the url: https://documents.doptcirculars.nic.in/D2/D02est/Information%20Document%20on%20Prevention%20of%20Sexual%20HarassmentOQuVi.pdf
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	Concerned persons/ officials are invited to the meetings.
		(vii) Whether the minutes of the meetings are open to the public?	Minutes of the Meetings are provided to the concerned persons.
		(viii) Place where the minutes if open to the public are available?	Not applicable
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Available on the DHR website: https://dhr.gov.in/who-who
		(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	

List of employees in Department of Health Research

Sl.No.	Name of the officials	Designation	Level in pay matrix
1.	SMT ANU NAGAR	JOINT SECRETARY	14
2.	SMT RAJNI AHUJA	PSO	13
3.	SHRI S N JASRA	DIRECTOR	13
4.	SHRI VINOD KUMAR	DIRECTOR	13
5.	SHRI B B SENAPATI	DIRECTOR	13
6.	SHRI MOHANLAL	DEPUTY SECRETARY	12
7.	SHRI ADARSH KUMAR	Sr.PPS	12

			8. SHRI H.C. MONDAL — UNDER SECRETARY — 11 9. SHRI SANJEEV SINGH — UNDER SECRETARY — 11 10. SHRI S.K.SAGAR — PPS — 11 11. SMT P. VIJAYA — PPS — 11 12. SHRI RAJNISH KUMAR — PPS — 11 13. SMT MOHITA SAXENA — ASSISTANT DIRECTOR — 10 14. SMT. KANCHAN MADAN — PRIVATE SECRETARY — 10 15. SHRI JACOB LALMALSAWN — SECTION OFFICER — 08 16. SHRI MAHESH ROY — PA — 07 17. SHRI JATIN SINGH — ASST.SECTION OFFICER — 07 18. SHRI HIMANSHU MEHROTRA — ASST. SECTION OFFICER — 07 19. SHRI VIKALP NABIYAL — ASST. SECTION OFFICER — 07 20. SHRI RAKESH KUMAR — ASST. SECTION OFFICER — 07 21. SMT GAZALA JAMSHED — ASST. SECTION OFFICER — 07 22. SHRI KAPIL SINGH — ASST. SECTION OFFICER — 07 23. SHRI PANKAJ SHARMA — ASST. SECTION OFFICER — 07 24. SHRI SHIV KUMAR — ASST. SECTION OFFICER — 07 25. SHRI DHIRENDRA KUMAR — ASST. SECTION OFFICER — 07 26. SHRI SHIVAM KUMAR — ASST. SECTION OFFICER — 07 27. SHRI TABISH JAMAL — ASST. SECTION OFFICER — 07 28. SHRI DEEPAK SINGH — JUNIOR TRANSLATION OFFICER — 06
		(ii) System of compensation as provided in its regulations	As per pay rules of central government.
1.10	Name, designation and other	(i) Name and designation of the public information officer (PIO), Assistant	Available on the DHR website: https://dhr.gov.in/rti/former-cpio-appellate-authorities

	particulars of public information officers [Section 4(1) (b) (xvi)]	Public Information (s) & Appellate Authority	
		(ii) Address, telephone numbers and email ID of each designated official.	
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	The Vigilance matters of officials of DHR are dealt by Department of Health and Family Welfare.
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	All officials of the Department are encouraged to attend the module on RTI rules on the iGOT Karmayogi platform. Further, the cadre training program of officials also supplement to the knowledge of the officials about RTI rules.
		(ii) Efforts to encourage public authority to participate in these programmes	Officials of the Department are encouraged to participate in various training program/ workshops and programs organised for CPIOs/ APIOs regularly by Institute of Secretarial Training and Management.
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Being done regularly.
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.