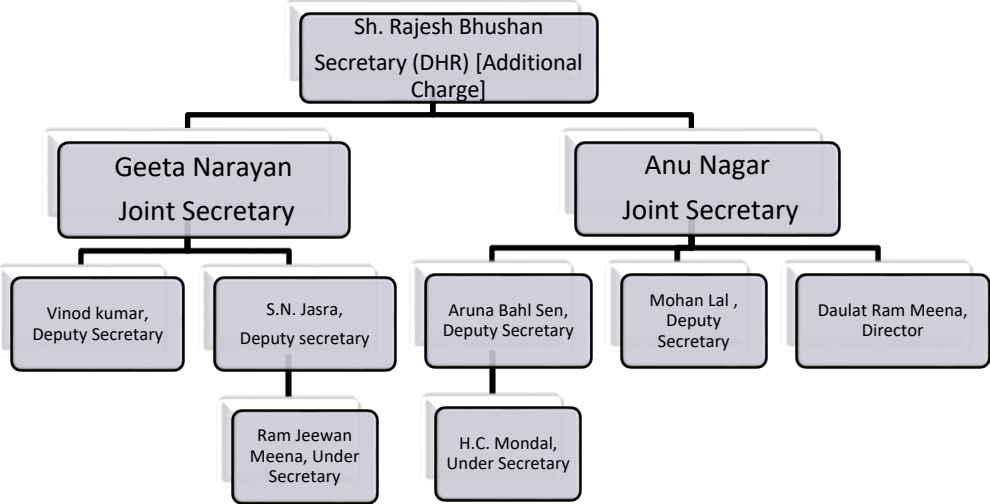


Information in respect of Administration division, DHR required to be disclosed as per the FRAMEWORK FOR TRANSPARENCY AUDIT

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, 2 nd 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	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. 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	<p>Functions and duties of DHR are:</p> <p>(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.</p> <p>(ii) Promote and provide guidance on research governance issues, including ethical issues in medical and health research.</p> <p>(iii) Inter-sectoral coordination and promotion of public - private – partnership in medical, biomedical and health research related areas.</p> <p>(iv) Advanced training in research areas concerning medicine and health, including grant of fellowships for such training in India and abroad.</p> <p>(v) International co-operation in medical and health research, including work related to international conferences in related areas in India and abroad.</p> <p>(vi) Technical support for dealing with epidemics and natural calamities.</p>

		<p>(vii) Investigation of outbreaks due to new and exotic agents and development of tools for prevention.</p> <p>(viii) Matters relating to scientific societies and associations, charitable and religious endowments in medicine and health research areas.</p> <p>(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.</p> <p>(x) Administering and monitoring of Indian Council of Medical Research (ICMR).</p>
	<p>(v) Organization Chart</p>	 <pre> graph TD A["Sh. Rajesh Bhushan Secretary (DHR) [Additional Charge]"] --> B["Geeta Narayan Joint Secretary"] A --> C["Anu Nagar Joint Secretary"] B --> D["Vinod Kumar, Deputy Secretary"] B --> E["S.N. Jasra, Deputy secretary"] E --> F["Ram Jeewan Meena, Under Secretary"] C --> G["Aruna Bahl Sen, Deputy Secretary"] C --> H["Mohan Lal, Deputy Secretary"] G --> I["H.C. Mondal, Under Secretary"] C --> J["Daulat Ram Meena, Director"] </pre>
	<p>(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</p>	<p>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 Shri Rajesh Bhushan, Secretary (DHR) holding the additional charge of the post till selection of regular incumbent to the post.</p>

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: 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	(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.	

	functions [Section 4(1)(b)(v)]	(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	Section Officer/ Under Secretary in respective sections are custodian of Category B and C documents. In administration section, D/o Health Research currently there is no Section Officer posted.
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.	(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 ICMR are available on their website:- https://www.icmr.gov.in/
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	(ii.) 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.
		(v) Powers and functions	(iii.) HTAIN Board – Technical Advisory Committee. The composition is at https://htain.icmr.org.in
		(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: 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 GEETA NARAYAN	JOINT SECRETARY	14
			2.	SMT ANU NAGAR	JOINT SECRETARY	14
			3.	SHRI DAULAT RAM MEENA	DIRECTOR	13
			4.	SMT RAJNI AHUJA	PSO	13
			5.	SHRI S N JASRA	DEPUTY SECRETARY	12
			6.	SHRI VINOD KUMAR	DEPUTY SECRETARY	12
			7.	SMT ARUNA BAHL SEN	DEPUTY SECRETARY	12
			8.	SHRI MOHANLAL	DEPUTY SECRETARY	12
			9.	SHRI ADARSH KUMAR	Sr.PPS	12
			10.	SHRI R.J. MEENA	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 RAJNISH KUMAR	PPS	11
			15.	SMT MOHITA SAXENA	ASSISTANT DIRECTOR	10
			16.	SMT. KANCHAN MADAN	PRIVATE SECRETARY	10
			17.	SHRI JACOB LALMALSAWN	SECTION OFFICER	08
			18.	SHRI MAHESH ROY	PA	07
			19.	SHRI JATIN SINGH	ASST.SECTION OFFICER	07
			20.	SHRI RAKESH KUMAR	ASST. SECTION OFFICER	07
			21.	SHRI HIMANSHU MEHROTRA	ASST. SECTION OFFICER	07
			22.	SHRI VIKALP NABIYAL	ASST. SECTION OFFICER	07
			23.	SMT GAZALA JAMSHED	ASST. SECTION OFFICER	07
			24.	SHRI KAPIL SINGH	ASST. SECTION OFFICER	07
			25.	SHRI PANKAJ SHARMA	ASST. SECTION OFFICER	07
26.	SHRI SHIV KUMAR	ASST. SECTION	07			

					OFFICER		
			27.	SHRI DHIRENDRA KUMAR	ASST. SECTION OFFICER	07	
			28.	SHRI SHIVAM KUMAR	ASST. SECTION OFFICER	07	
			29.	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 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				Available on the DHR website: https://dhr.gov.in/rti/former-cpio-appellate-authorities
		(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				The Vigilance matters of officials of DHR are dealt by Department of Health and Family Welfare.
		(i)	Pending for Minor penalty or major penalty proceedings				
		(ii)	Finalised for Minor penalty or major penalty proceedings				
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. Venue- Conference Hall, 1st floor, Indian Red Cross Society Headquarters.
		(ii)	Efforts to encourage public authority to participate in these programmes				

		(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.
