CAPACITY BUILDING COMMISSION

ANNUAL CAPACITY BUILDING PLAN
MINISTRY OF HEALTH AND FAMILY WELFARE

List of Abbreviations

A/SO	Assistant / Section officer
ACBP	Annual Capacity Building Plan
ADB	Asian Development Bank
AIIMS	All India Institute of Medical Sciences
AIIPMR	All India Institute of Physical Medicine and Rehabilitation
AIISH	All India Institute of Speech and Hearing
AJ-NIFM	Arun Jaitley National Institute of Financial Management
AS	Additional Secretary
ASHA	Accredited Social Health Activists
CBC	Capacity Building Commission
CBHI	Central Bureau of Health Intelligence
CBP	Capacity Building Plan
CBU	Capacity Building Unit
CCD	Continuity of Care Documents
CDSCO	Central Drugs Standard Control Organisation
CGHS	Central Government Health Scheme
CHEB	Central Health Education Bureau
CKD	Programme for Chronic Kidney Disease
CNA	Capacity Need Analysis
CSO	Civil Society Organisations
DCI	Dental Council of India
DDAP	Drug De-Addiction Programme
DMEO	Development Monitoring and Evaluation Office
EMR	Emergency Medical Relief
Esstt.	Establishment
FFSAI	Food Safety & Standards Authority of India
GeM	Government e-Marketplace
GIRHFWT	Gandhigram Institute of Rural Health and Family Welfare Trust
GST	Goods and Services Tax
HMDG	Health Ministers Discretionary Grant
HPE	Health Public Enterprises
IEC	Information, Education and Communication
IGOT	Integrated Government Online Training Platform
IIM	Indian Institute of Management
IMC	Indian Medical Council
INI	Indian National Institutes
IPC	India Pharmacopeia Commission
IPR	Intellectual Property Rights
ISB	Indian School of Business
ISI	Indian Statistical Institute
JIPMER	Jawaharlal Institute of Post Graduate Medical Education & Research
JS	Joint Secretary
JSSK	Janani Shishu Suraksha Karyakaram
JSY	Janani Suraksha Yojana
KHS	Kasturba Health Society
MCTS	Mother and Child Tracking System
MDO	Ministry, Department, Organisation
MGIMS	Mahatma Gandhi Institute of Medical Sciences
MoHFW	Ministry of Health and Family Welfare
MSO	Medical Store Organization

NCAHP	National Commission for Allied and Healthcare Professions
NEIGRIHMS	North-Eastern Indira Gandhi Regional Institute of Health & Medical Sciences
NGO	Non-Government Organization
NHM	National Health Mission
NHSRC	National Health Systems Resource Centre
NIB	National Institute of Biologicals
NIHFW	National Institute of Health and Family Welfare
NIMHANS	National Institute of Mental Health and Neurosciences
NIPFP	National Institute of Public Finance and Policy
NMC	National Medical Commission
NMHP	National Mental Health Programme
NOHP	National Oral Health Programme
NPCDCS	National Programme for Prevention and Control of Cancer, Diabetic and Cardiovascular Diseases
NPCSCB	National Programme for Civil Services Capacity Building
NPHCE	National Programme for Health Care of Elderly
NPPCD	National Programme for Prevention & Control of Deafness
NPPCF	National Programme of Prevention & Control of Fluorosis
PFMS	Public Financial Management System
PGIMER	Post Graduate Institute of Medical Education & Research
PMC	Pharmacy Council of India
PMHRC	Prime Minister's Public Human Resource Council
PMSSY	Pradhan Mantri Swasthya Suraksha Yojana
PNDT	Pre-Natal Diagnostics Techniques
PSU	Public Sector Undertaking
RAN	Rashtriya Arogya Nidhi
RCH	Reproductive and Child Health
RGUHS	Rajiv Gandhi University of Health Sciences
RIMS	Regional Institute of Medical Sciences
RIPMNS	Regional Institute of Para Medical & Nursing Sciences
RMNCAH	Reproductive, Maternal, Neonatal, Child & Adolescent Health
RSBY	Rashtriya Swasthya Bima Yojana
RTI	Right To Information
SS	Special Secretary
ToR	Terms of Reference
WHO	World Health Organisation

Contents

List of Abbreviations 1
Contents 3
Executive Summary 5
1. Context 5
2. Annual Capacity Building Plan (ACBP) 5
3. ACBP for Ministry of Health & Family Welfare (MoHFW) 6
4. Existing training and non-training interventions undertaken by MoHFW 7
5. Emergent public health issues - Need for training and non-training interventions 9
6. Quick Wins for Ministry of Health & Family Welfare (MoHFW) 10
7. Macro picture of Training Needs Analysis (TNA) exercise 10
7.1. Training sought across competencies 11
7.2. Functional training sought 13
7.3. Behavioural training sought 14
7.4. Domain training sought 14
8. Training Calendar 16
9. Conclusion 25
Annexure 1: About Mission Karmayogi 26
Annexure 2: Overview of the Ministry of Health and Family Welfare 28
1. Vision of the Ministry 28
2. Mission of the Ministry 28
3. Objectives of the Ministry 28
4. Organisation Structure 28
5. Organisation Strength 29
6. Position-wise work allocation, role and responsibilities 32
5.1. Special Secretary - 1 32
5.2. Additional Secretary - 1 34
5.3. Additional Secretary - 2 35
5.4. Additional Secretary - 3 36
5.5. Joint Secretary - 1 41
5.6. Joint Secretary - 2 46
5.7. Joint Secretary - 3 51
5.8. Joint Secretary - 4 56
5.9. Joint Secretary - 5 58
5.10. Joint Secretary - 6 61
5.11. Joint Secretary - 7 64
5.12. Joint Secretary - 8 70
5.13. Joint Secretary - 9 75
5.14. Joint Secretary - 10 78
5.15. Joint Secretary - 11 79
5.16. Economic Adviser - 1 80
5.17. Adviser (cost) - 1 81
Annexure 3: Training Interventions support by other private institutions. 86
1. Training of elected health functionaries at sub-district level 86

2. Capacity Building in 4 areas in health sector (as per 15th Finance Commission recommendations), Telemedicine and other aspects of health 87
3. AI-Readiness Workshop for Health Officials 87
4. Training offered by TRIF 88
Annexure 4: Analysis of Division-wise training needs requested 90
1. Summary of training needs requested across Divisions 90
1.1. Domain training sought 90
1.2. Functional training sought 90
1.3. Behavioural training sought 92
2. Division-wise training needs requested 93
2.1. General Administration 94
2.2. Establishment I 97
2.3. Establishment II 100
2.4. Establishment III 103
2.5. National Health Mission (NHM) 107
2.6. Training 111
2.7. Procurement 114
2.8. Nursing 117
2.9. Allied Health Services (AHS) 120
2.10. E-Health 123
2.11. Statistics 126
2.12. Bureau of Planning 128
2.13. Medical Education 130
2.14. Dental Education 132
2.15. Food Regulation 135
2.16. Drugs Regulation 138
2.17. HPE 140
2.18. Budget 143
2.19. IFD 146
2.20. Drug De-Addiction Programme DDAP 147
2.21. Tobacco Control 149
2.22. Rare Diseases 151
2.23. INI – I / INI – II 153
2.24. Continuity of care document (CCD) 155

Executive Summary

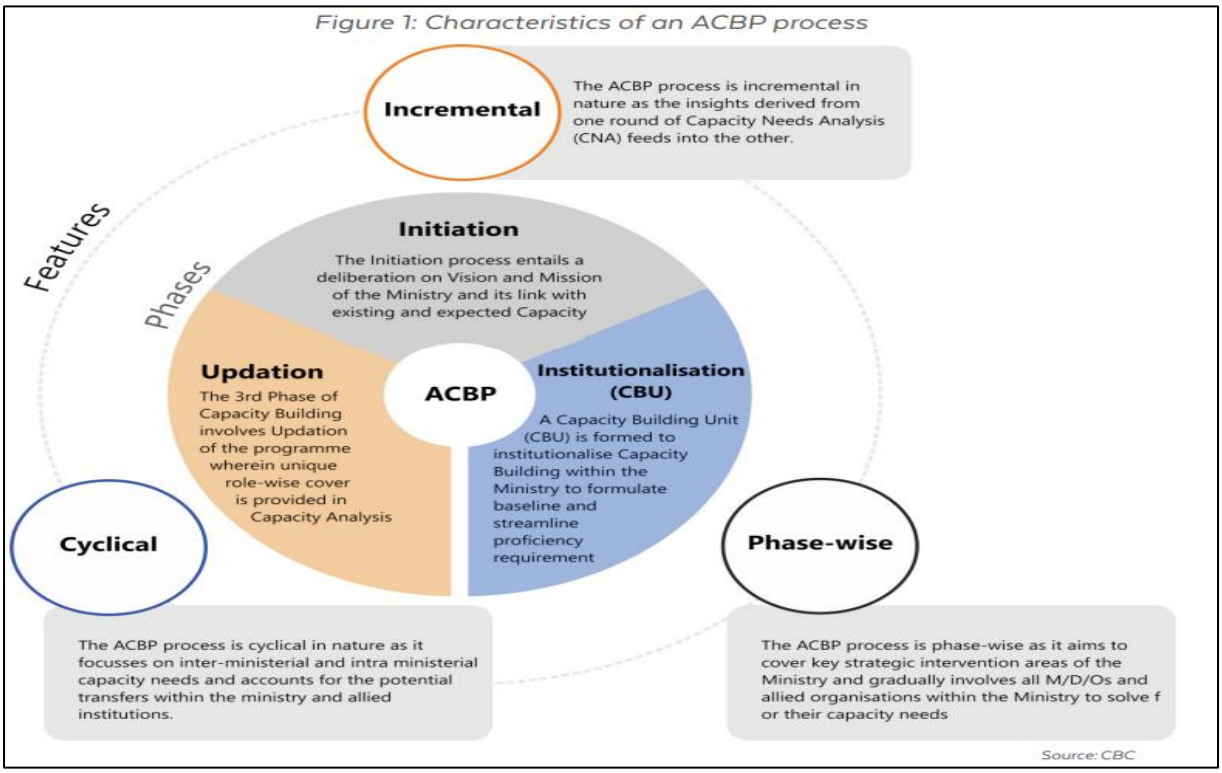
1. Context

The Union Government launched Mission Karmayogi[1], also referred to as the National Programme for Civil Services Capacity Building (NPCSCB) (the “Programme”), in September 2020. The programme aims to create a professional, competent, well-trained, and future ready civil servants through extensive capacity building. The exercise is based on the philosophy of creating an ecosystem of “competency driven training and human resource management” by transitioning from a 'rules-based' system to a 'roles-based' system. Under this Programme, Capacity Building Commission (CBC) has been set up for functional supervision of civil services training institutions and is currently conceptualizing and developing Capacity Building Plans (CBPs) for over 10 ministries/departments which includes, Ministry of Health & Family Welfare (MoHFW).

2. Annual Capacity Building Plan (ACBP)

The Annual Capacity Building Plan (ACBP) is a comprehensive strategic document that outlines key strategic areas that require intervention within the MDO and provides a macro picture of year-wise capacity building initiatives that cater to those areas. The plan is incremental in nature in that it identifies a few focus areas that demand immediate attention and will gradually evolve over time into a full-fledged plan. The plan follows a cyclical process of preparation as it involves working in tandem with all departments, divisions, and zonal / regional offices within the MDO. Usually, under the strategic direction of the leadership of the MDO, the plan is unfolded phase-wise wherein a few departments / divisions are selected for capacity building in the first phase of the exercise.

Figure 1: Characteristics of an ACBP process

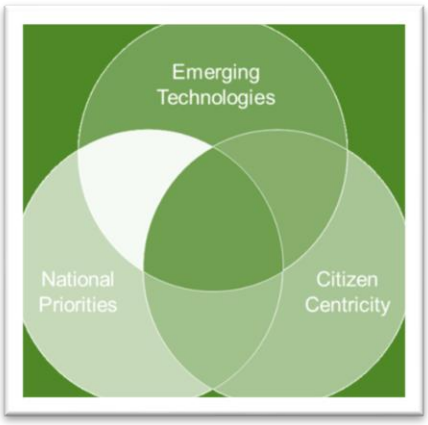


Under the aegis of this highly aspirational initiative, the CBC aims to facilitate the creation of Annual Capacity Building Plans (ACBPs) for all Ministries, Departments, and Organizations (MDOs) of Government of India (GoI) to enhance competency and efficacy at all the levels - individual, organizational, and institutional. Constituted in 2021, CBC is the custodian of the civil services capacity building initiatives and hence oversees the planning and implementation of Mission Karmayogi programme. Under the programme, it is envisaged to prepare Annual Capacity Building Plans which would enable:

- A 21st century civil service machinery that is focused on delivering Ease of Living, East of Doing Business, Citizen Centricity, and Governance Reform at its core.

- A civil service which is aligned with national priorities, and is well apprised and equipped to respond to emerging technologies
- Aligning work allocation of civil servants by matching their competencies to the requirements of the post, enabling a transition from 'Rule-based' to 'Role-based' Human Resource (HR) management framework
- Calibration of civil service positions to a Framework of Roles, Activities, and Competencies (FRAC) approach, to suggest learning content / capacity building intervention relevant to the identified FRAC for different positions
- An opportunity for civil servants to continuously build and strengthen their Behavioural, Functional and Domain competencies in their self-driven and guided learning path.

As highlighted in the image, 'national priorities', 'emerging technologies' and 'citizen centricity' remain the three key lenses of all the interventions planned by CBC, including the Annual Capacity Building Plans. These lenses have been elaborated below.



National Priorities: This lens examines how the MDO contributes to the national priorities. The national priority lens includes goals such as USD 5 Trillion economy for India, Ease of Living etc. The vision, mission, goals, and objectives of the MDO (whose ACBP is being prepared) are studied to ensure that capacity building interventions are aligned towards contributing to achieve national priorities. The ACBP is envisaged to build a roadmap for the concerned MDO to perform its mandate in a more streamlined fashion and build the capacity of not just individual personnel under the MDO, but the overall organization as a whole.

Emerging Technologies- The ACBP and the initiative overall should enhance the capacity of civil servants on emerging technologies. To prepare future-ready civil service, this focus area looks to understand the potential impact and challenges being posed by new technology trends in the sector/ domain in which the MDO is operating. The objective of the ACBP is to gauge the capacity the MDO currently has and needs to have in order to respond to such emerging technology trends. Such gaps would be targeted by ACBP to propose relevant capacity building interventions for the MDO.

Citizen centricity- The initiative aims to raise a civil service which promotes citizen centricity and customer serviceability as key focus areas. The ACBP exercise will involve examining MDO's key citizen centric initiatives such as – transparent and effective public delivery, inclusion of citizen inputs during policy/scheme formulation, maintenance of effective grievance redressal system, participatory governance etc. Gaps in citizen centric initiatives, if identified for a MDO, will be targeted by ACBP to address using capacity building interventions at individual and organizational levels.

3. ACBP for Ministry of Health & Family Welfare (MoHFW)

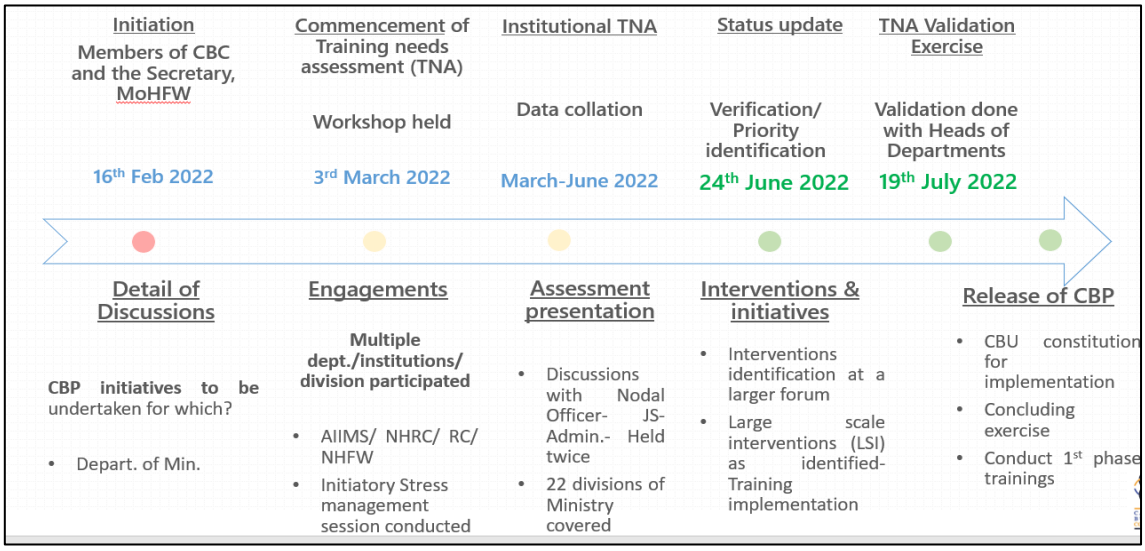
The ACBP preparation process of Ministry of Health & Family Welfare (MoHFW) (hereby referred to as "The Ministry") began in February 2022 with a kick-off meeting held under the leadership of the Secretary, MoHFW. This exercise is an incremental process, cyclic and developed for phase-wise interventions with actions for each upcoming year. In this phase, training interventions were primarily catered to the equivalent of assistant section officer (ASO) till the equivalent of Joint Secretary level.

The kick-off meeting was followed by a brainstorming session in the month of March 2022 for the benefit of all Heads of Departments. The exercise included several interactions with the leadership of the Ministry. The exercise was initially planned to include 28 divisions. Primary surveys were carried out in a consultative mode and a pre-set questionnaire format method. Consultations were held by way of interviews and workshops and across levels within the organisation, and as decided by the Head of the institution or department. These

activities helped gauge extent of demand of various topics, to chart a unique and position-wise matrix of roles and responsibilities of the officials. The Commission also arranged a day-long validation session in the month of July 2022 to corroborate the training requirements received from the various Divisions of the Ministry. The Commission also exposed the Ministry to the various advancements in the field of medicine and primary health like those undertaken by Wadhwani AI, Meta & WhatsApp, Transforming Rural India Foundation in India (TRIF), PATH India etc. At an individual level, for every unique role at the institution, the competency requirements were identified as:

(i) Domain competency, which is related to knowledge and expertise related to the sector, division., and the respective focus areas
(ii) Behavioural competency, which is related to behaviour and soft skills, and
(iii) Functional competency, which includes cross-cutting needs across MDOs which is related to functional aspects of the division such as administration, financial planning, communication, legal, stakeholder management, technological know-how and other such broad areas of expertise.

The second round of TNA (which was the validation round) exercise was undertaken comprehensively through data collection, consultations, and tabulation exercises with all concerned heads. The insights from both the first and the second round of TNA exercises formed a basis for the annual training plan that is primarily demand based. Furthermore, non-training interventions were also highlighted as part of a holistic capacity building plan and the priority training was signed off by the appropriate authorities within the Ministry. The Ministry envisages implementation of the annual CBP through its Capacity Building Unit (CBU). This unit shall be facilitated by the CBC towards monitoring and evaluation of the implementation exercise.



Timeline of the activities

As a part of the ACBP exercise, multiple existing initiatives of the MDO were noted. During the pandemic itself, the Ministry conducted around 30 lakh online training sessions across the country. Some of the prominent interventions undertaken by the Ministry are described in the next section of the report.

4. Existing training and non-training interventions undertaken by MoHFW

The Ministry adopted the whole of government approach as noted for the case of COVID-2019 pandemic and together all divisions worked as a cohesive unit. Illustratively, 11 empowered groups were created, and one national task force was created for technical inputs in March 2020. Few activities pertaining to capacity building, training interventions and mass outreach included the following (these are available as cases and learnings from this can be converted to handle future issues):

- **Capacity building & human resource augmentation:** Filling in required vacancies, creating surveillance teams, which are localised to block level, organising virtual training, creating a network and pool of volunteers and training them using the iGOT platform, making available medical insurance cover of INR 5 million per healthcare worker for COVID services to keep them motivated, opening a wide array of employment generation avenues, assembling an extensive database of skilled and trained individuals including doctors, nurses, allied and healthcare professionals and other volunteers that would translate to better marshalling of available resources, guidelines for proper rotation of deployed workforce which would ensure a system of optimal utilization of health personnel while avoiding burnout, integration of practitioners of Indian System of Medicines and community volunteers to ensure a robust network of healthcare providers down to the grassroot level, and effective use of existing IEC material through various social media platforms to enhance the Govt's capability to effectively harness these platforms were a few of the massive initiatives undertaken by the Ministry. Other activities included coordinating with the private sector, NGOs and international organisations for response-related activities, information, communication, public awareness, public grievances and data management.
- **Support to State governments:** The central Government successfully galvanised a network of 92,000 Civil Society Organisations (CSOs) / Non-Governmental Organisations (NGOs) to assist the state governments and district administrations in identifying hotspots and deputing volunteers, to harness their expertise in key social sectors: nutrition, health, sanitation, education, delivering essential services to the vulnerable, and in creating awareness about prevention, social distancing, and isolation in the community.
- **Real time data for undertaking appropriate measures:** Systems and processes were created in an institutionalised manner to obtain transparent and real time data on number of cases and related mortalities, which was also disseminated to the public on government websites as a positive support atmosphere of competitive performance and learnings among states.
- **Decentralised monitoring:** Decentralisation of monitoring and surveillance were directed through diligent and proactive units at the district level. States set up their 24x7 helplines and every district had its command-and-control centre for any matters related to the pandemic.
- **Tele-consultation platforms:** e-Sanjeevani, a tele-health consultation platform developed by the Ministry's e-health division, has been implemented across 23 states so far and has recorded over 2 lakh tele-consultations as of August 2020. AIIMS set up a 24/7 Telemedicine Hub called "CoNTeC" to connect the entire healthcare community across the country in real time to offer its expertise to doctors requiring necessary assistance.
- **Webinars on pandemic taking together multiple training institutes:** Several webinars on COVID-19 were organized by the expert faculty of various organisations including AIIMS, Indian Nursing Council (INC), NIMHANS, PGIMER, RGUHS, MoHFW among others. Close to 2.14 crore viewership has been achieved on various topics related to COVID-19.
- **Workforce availability:** Workforce availability as per Covid Warrior website was created for real-time availability on ground. Data and coordinates of 1.58 Crore healthcare workers were uploaded on the portal. This was an institutionalised intervention, and measures and learnings from this can be adopted by the states to combat future epidemic and pandemic preparedness.
- **Indian support to other countries:** Through India Health Diplomacy, medicines were provided to 133 countries during the Covid pandemic, technical guidance and supply of logistics (PPEs, masks) was ensured to SAARC countries, and evacuation support was provided to neighbouring countries.
- **Mental health helpline and other support:** Recognising and addressing mental health issues, support such as a 24x7 National Mental Health Helpline number (080-46110007) was launched in March 2020, where nearly 1000 calls were attended per day; and a total of more than 3 lakh distress calls answered. A feature for tracking of healthcare workers making distress calls was added. Toll free tele-counselling was done through SAMVEDNA (Sensitizing Action on Mental Health Vulnerability through Emotional Development and Necessary Acceptance).
- **Leveraging technology through iGOT, ECHO platform, webinars and use of VC platforms for capacity building:** The EG-IV launched an Integrated Government Online Training platform (iGOT),

using the Ministry of Human Resources & Development (MoHRD) platform 'DIKSHA' as a host platform to ensure nation-wide standardized training on flexitime and on-site basis. Close to 150 courses were created with updated knowledge national experts and international findings on seven care-based thematic areas and were rolled out for self-learning by field level professionals. More than 13.50 lakh unique users have registered on these platforms across the country, and more than 30 lakh units of COVID-19 related courses were consumed.

The ecosystem of large-scale training for masses was strengthened. Further initiatives to improve the understanding at the nodal ministry or similar level, especially for public health, can be identified in the future for benchmarking with global standards.

However, these efforts have been largely for officers and others outside the ministry. Within the ministry an institutionalised training program or process was not developed. In view of the same and the emerging issues in public health, needs of training were proposed to be identified. Next section identifies few training and non-training interventions that can be converted as training opportunities.

5. Emergent public health issues - Need for training and non-training interventions

India is in a parallel state of socio-economic, demographic, and epidemiological transition. To benefit from an increased labour force and its resources, its citizens need to be healthy and work in tandem with authorities to tackle public health issues. Statistics from various sources inform that India has only 1.5 hospital beds per 1000 population. Health tourism is on the rise with people from US, UAE, Africa and UK coming to India because of the relatively low cost of treatment. The country presently also suffers from the threat of infectious diseases, the challenge of noncommunicable diseases (NCDs), lifestyle changes and coupled diseases, emergence of new pathogens causing epidemics and pandemics. In addition, the health infrastructure is already over-stretched and needs to be strengthened to enable it to confront these challenges in the twenty-first century. According to the sample registration system (SRS) report of Oct 2015, the infant mortality ratio (IMR) is now 40 per 1,000 live births, is higher that the global average at 33.6 per live births. The epidemiological transition is fuelled by the social and economic determinants of health and by some old and some new risk factors such as globalization, unplanned and unregulated urbanization, changing lifestyles, environmental causes (e.g., climate change and air pollution), and increasing influence of media and advertising. Great disparities between the rich and poor and rural and urban divide in access to health services continue to exist in the society. The health-care system is also overstretched to provide equitably for all.

Few training and non-training interventions that may help as opportunities in the larger process can be as follows:

- Learnings from national health policy and an increased investment in health and disease prevention. Information about how progressive states have dealt with lack of information to large chunk of public should be noted and made available to laggard states as one of the training interventions. In this regard, quarterly/semi-annual meetings can be undertaken as one non-training intervention and snippets of learnings can be made widely available across administrators/implementors concerned with the subject at the local levels.
- Benchmarking states should each state develop a state health policy and drive innovation in program implementation and finding solutions to its health problems. These learnings can be culled out at the Ministry level. This should include apt component of quality and quantity in healthcare, especially examples like a guide to remove excess/ unnecessary diagnostics tests and made applicable to private clinics and institutions as well.
- Learning from improvements in service delivery and health systems strengthening- 2019 covid pandemic has taught many learning in online training and in service delivery. These may be cross referenced and best practices can be shared across states and localised to the rural areas. The need

for strengthening research infrastructure with various institutes and partnerships can be explored, especially at the local levels and effort to strengthen their capacity can be undertaken.

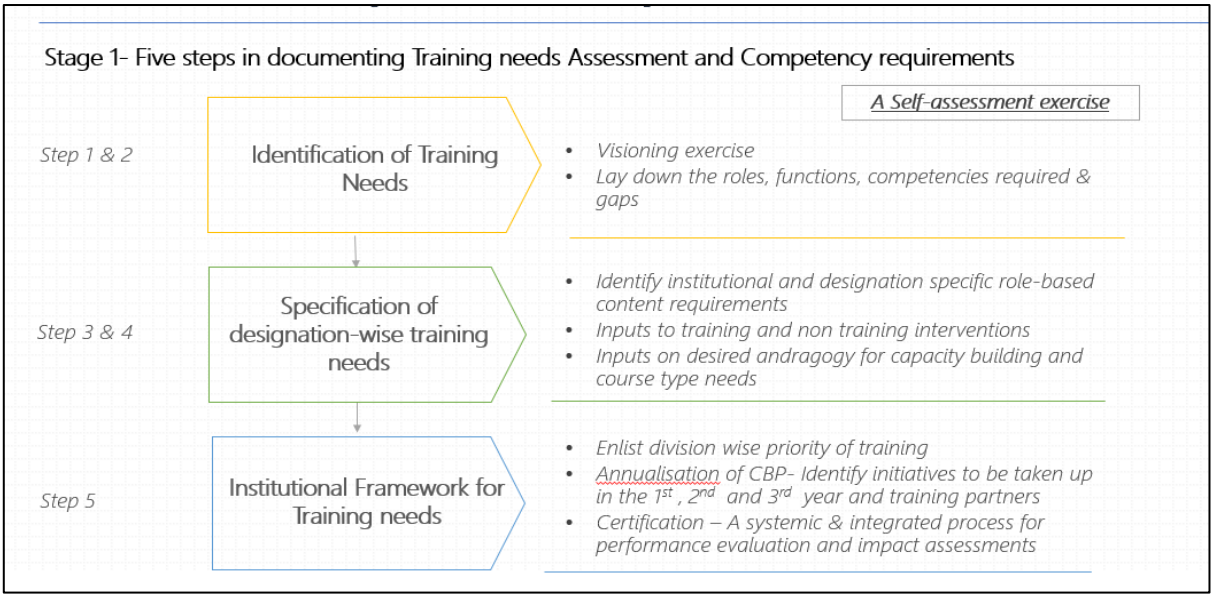
- To enhance skill training activities, health can leverage with and benefit from the national skill development mission launched by the Prime Minister in August 2015. Specific interventions may be culled out for implementation.
- Removal of data gaps- for evidence-based policymaking requires data on disease burden and the associated determinants. Generating homegrown data, obtained through surveillance, research, and monitoring and evaluation (M&E), so that these data can be used for policy and strategy development, priority setting, and evaluating the impact. This can be housed in the Ministry through a data lab with the support of statistical officers/institutions.
- Lack of awareness campaigns: Robust systems and processes to create mass awareness was witnessed during the Covid 2019 pandemic. This effort may be institutionalised and mass awareness, especially in rural areas and wherein free treatment can be offered may need to be revisited. Central ministry may create learnings and share with state to share and other benchmarking across the states.
- Lack of health insurance: Low penetration of health insurance has been noted alongside access to health infrastructure. As per estimates, around 75% of the population pays from its own pockets and can be huge financial burden. Policy and training around may need to be one non-training intervention in upcoming years.
- Leveraging technology to transform public health- Mobile technology to connect remote areas with national centres of excellence or patients in villages with doctors in hospitals in urban areas through audio or video conferencing. The government is already establishing a network of telemedicine services, mother and child tracking system of weekly voice messages to pregnant women and new mothers, web-based TB registration scheme called Nikshay, and planning mobile app for the training of Accredited Social Health Activist (ASHA) workers. Space research is another area to explore.
- Lastly, empowering health leadership and governance. Most risk factors for ill health lie outside of health sector. To combat these risk factors an intersectoral and interdisciplinary approach may be required. For a country that has a vibrant civil society and private health sector and an advanced pharmaceutical and biotechnological research capacity, these attributes should be leveraged for the benefit of public health including incentives to innovative technologies and research. Besides policy, the programs also should have inbuilt mechanism to ensure transparency and fix accountability. Issues in poor implementation and cases of/learnings from progressive implementation can be noted and made widely available at local levels.

6. Quick Wins for Ministry of Health & Family Welfare (MoHFW)

The first round of Training Needs Analysis (TNA) exercise resulted in the identification of some ‘quick wins’ critical to the Ministry and those training are being arranged/being arranged on a priority basis. The Commission organised a stress management and mindfulness session for the benefit of senior officials at the Ministry. The Commission has already arranged for first cohort of inter-ministerial 5-day training at Institute of Secretariat Training and Management (ISTM) between September 5-9, 2022, on functional competencies. These training are pilots and can be updated/ modified based on feedback from participants. These inputs are crucial to be provided to improve the training outcomes. The Commission is also organising a workshop with Microsoft & Ministry of Skill Development & Entrepreneurship (MSDE) on ‘Microsoft 365 Productivity Suite Training’ for government officials. The larger objective of this training is to enhance the functional computer literacy of nearly 2.5 million civil servants of Government of India (GoI). The project will digitally empower officials to provide efficient and effective citizen centric services to the vulnerable and underprivileged sections of the society. It will enable them to deliver last mile social welfare services.

7. Macro picture of Training Needs Analysis (TNA) exercise

A five-step need analysis process was followed for undertaking the TNA exercise, as follows:

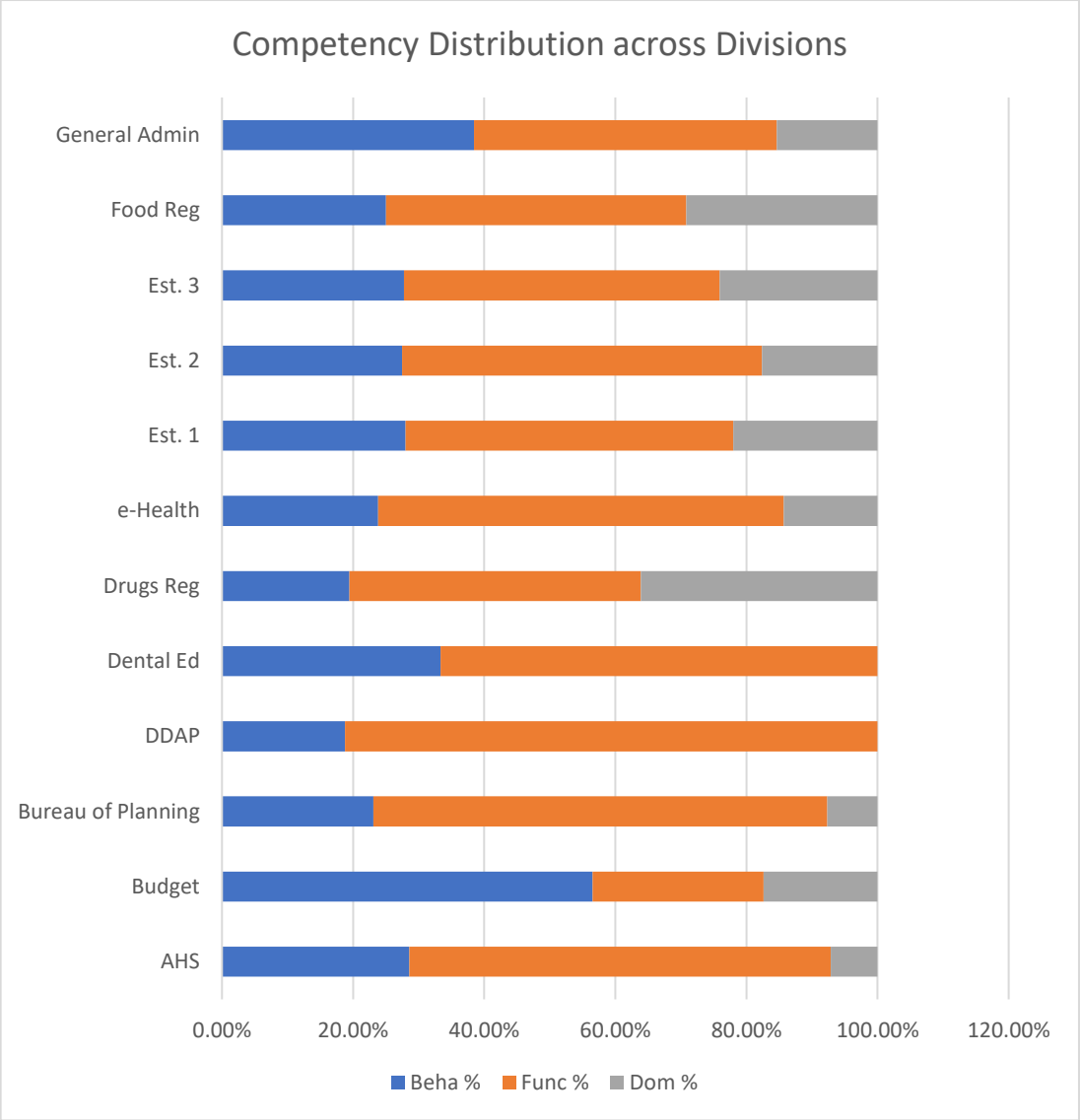


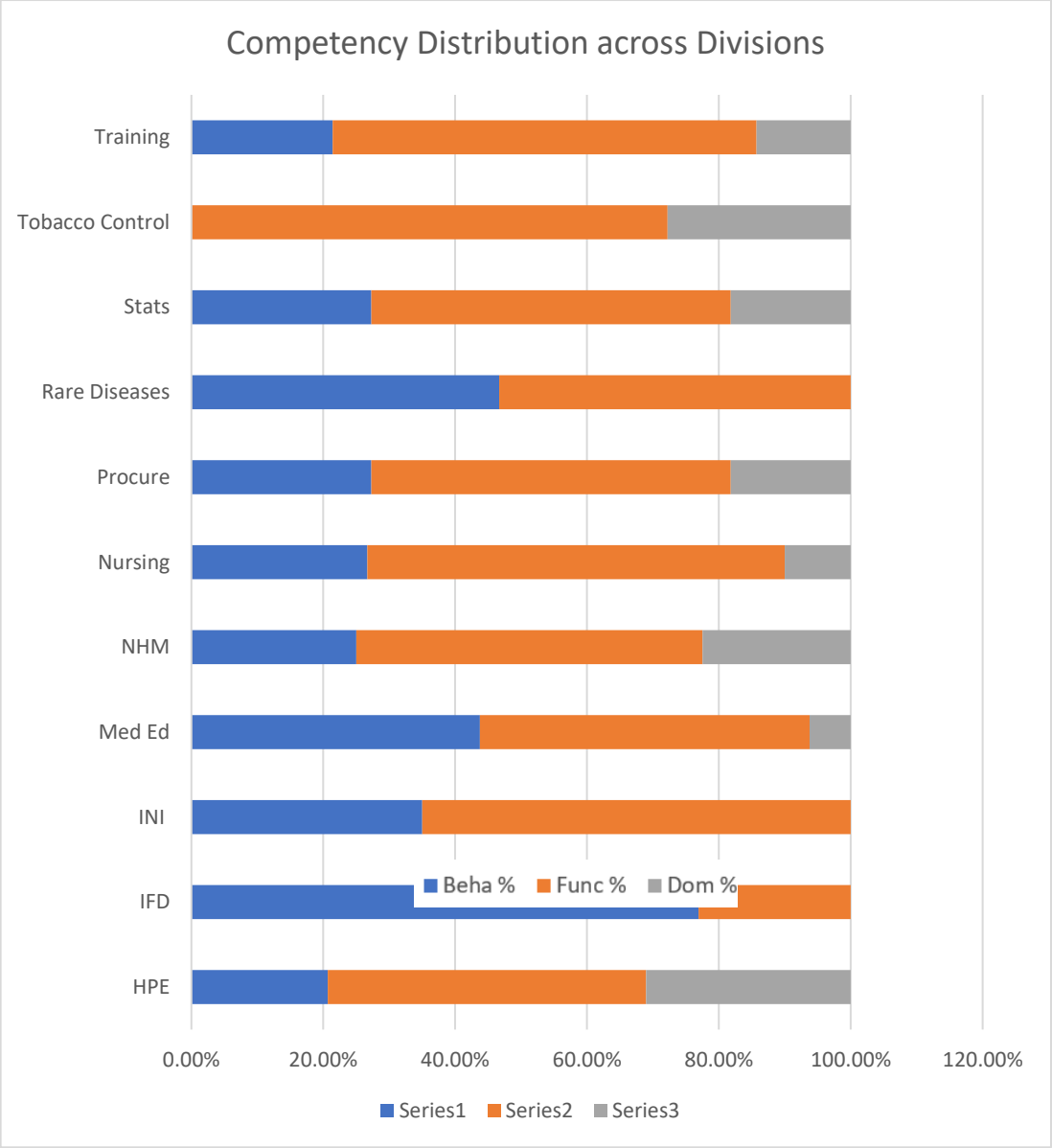
For undertaking the ACBP exercise, the following definitions were adopted to cull out competencies across divisions:

- Domain competencies areas are specialised skills and specific to roles in and for MoHFW (for example, Understanding Acts, policies, schemes, programmes related Health & Family welfare, safety, etc., data analytics for programmes, schemes, Global best practices in Health & FW, etc).
- Functional competencies are operational requirements for the Department/ vertical/ Ministry towards seamless work or operations or cross-cutting requirements across divisions/departments. For example, procurement, GFR understanding, project management, budgeting, communication, establishment matters, skill development, social security aspects, direct beneficiary transfers etc. These may be common competencies areas across many Ministries.
- Behavioural competencies are a set of attitudinal or soft skills that are required to enhance the performance of a given role. These competencies can be displayed (or observed/ felt by stakeholders or beneficiaries) across a range of positions or roles and functions within MoHFW. For example, Initiative, Information Seeking, Empathy, Self Confidence, communication skills, written communication improvements, professionalism and attitudinal changes to serve the citizen centric goals, etc.)

7.1. Training sought across competencies

The distribution of the various competencies (domain, functional, behavioural) for each division can be viewed below. In Year 1, respondents quoted training need largely for functional areas. Specific divisions such as drug regulation, tobacco control, HPE etc. sought to know more about the domain aspects.

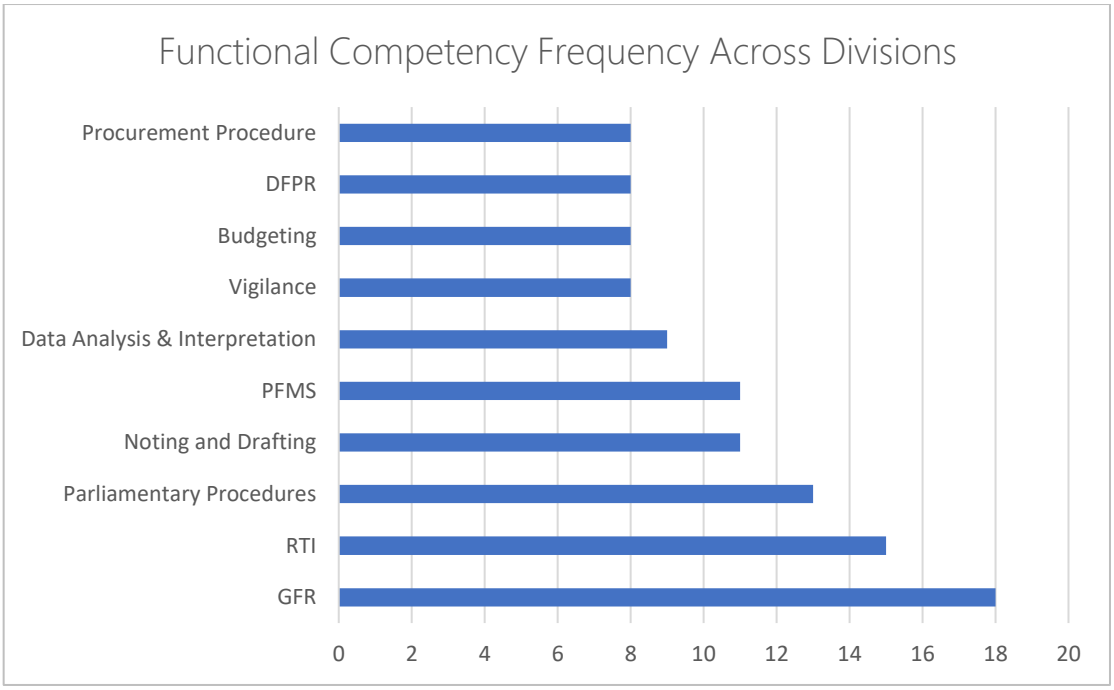

Competency Distribution across Divisions
General Admin
Food Reg
Est. 3
Est. 2
Est. 1
e-Health
Drugs Reg
Dental Ed
DDAP
Bureau of Planning
Budget
AHS
0.00%
20.00%
40.00%
60.00%
80.00%
100.00%
120.00%
Beha %
Func %
Dom %



Source: Training needs survey, MoHFW

7.2. Functional training sought

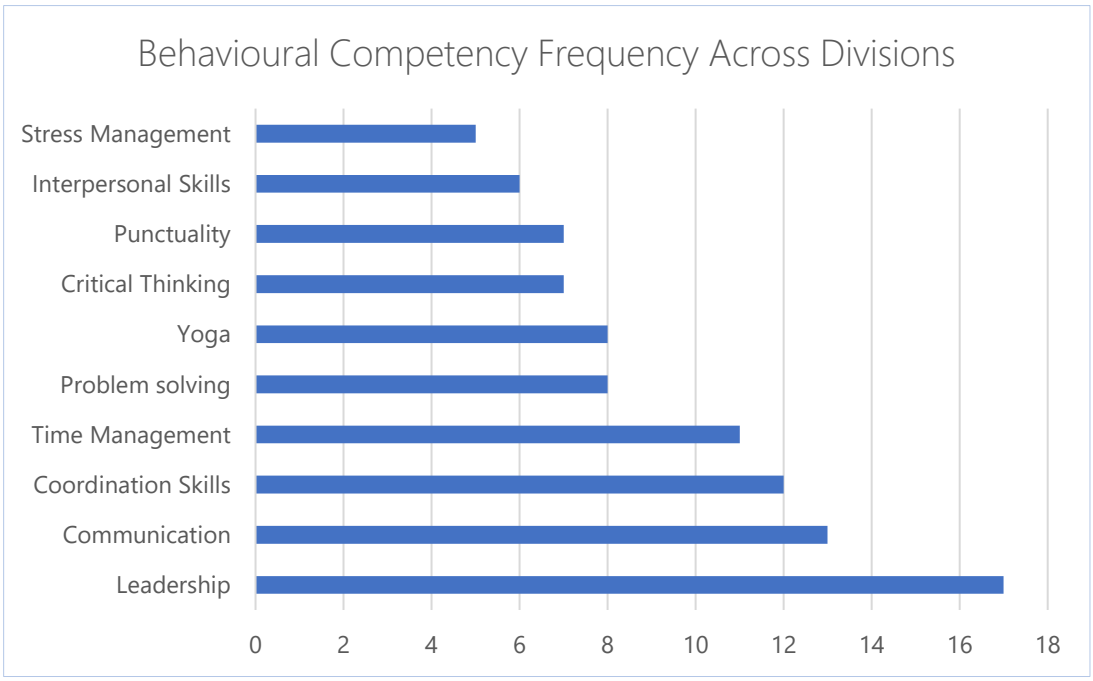
The chart below showcases **top 10 functional competencies** sought by respondents across divisions. Maximum respondents sought to refresh GFR related knowledge followed by updating skills on Right to information (RTI) matters, parliamentary procedures, noting and drafting and Public Financial Management System (PFMS).



Source: Training needs survey, MoHFW

7.3. Behavioural training sought

The chart below showcases **top 10 behavioural competencies** sought by respondents across divisions. Maximum respondents sought to train on leadership aspects including communication and coordination skills. Well-being aspects covering stress management, conflict management, health management, times management combined was another well sought topic.



Source: Training needs survey, MoHFW

7.4. Domain training sought

Domain competencies are usually specific to each Division based on its responsibilities. However, some domain competencies that were requested by respondents across multiple divisions are provided below:

#	Domain Areas
1	Global best practices in H & FW
2	Global best practices in Health IT
3	CSS architecture of NHM, PM ABHIM
4	Scheme related training (PMJAY, NHM etc)
5	NHM Dashboard
6	Medical Education Rules & Legislations (NMC Act, INC, Act, PCI Act etc.)
7	Regulations (FSSAI, regulatory bodies etc.)
8	Orgs (Central Drugs Standard Control Organisation (CDSCO), National Institute of Biologicals (NIB), Indian Pharmacopoeia Commission (IPC))
9	National List of Essential Medicines
10	Large Scale Survey Design, Roll-out, Analysis, Evaluation, Official Statistical System
11	Company Act & Corporate Governance (reg. PSU (HPE section) – reading balance sheet & accounting, bonus share, dividends, board agenda, disinvestment)

8. Training Calendar

The outline of the training plan that can be implemented by the CBU in tandem with training partners is provided below. The training plan outline covers the needs captured in the TNA as mentioned earlier (in terms of functional, behavioural, and domain priorities) by the respondents and Division Heads for the Year 1 (2023-24). 54 competencies / course areas have been finalized based on immediate demands, and a few course areas have been bundled together to enable implementation based on topics and courses under provision by various institutions. These courses / training will be **mandatory** for the level of the Target Group they pertain to. Trainings identified as "online" or "offline" will be entirely online or offline respectively. "Hybrid" trainings will have aspects of online as well as aspects of field immersion.

For the courses that are not yet ready and need to be designed, the CBU of the MoHFW will decide the various aspects of the training module, such as the training partner as well as the cost implication on the MoHFW's budget by Q3 of 2023-24.

Table: Training plan Outline across division based on training needs analysis exercise

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
Common across all Divisions								
1.	**Microsoft Suite** • Microsoft Office • Microsoft Word • Microsoft Excel • Microsoft PowerPoint	All officials US and below	Basic Advanced	Online Online	60 hours 60 hours	iGOT	Functional	Q1 – Q4 (round the year)
2.	**Dakshta Program** • GFR, DFPR, FR / SR • Parliamentary Matters • Legal matters / court cases (including legal drafting) • Vigilance Matters, Disciplinary Proceedings	All officials ASO and SO	Basic Advanced	Online Offline	16 hours 5 days	iGOT + ISTM	Functional	Q1 – Q4 (round the year)

[1] Target Group Hierarchy: Joint Secretary (JS), Director (Dir), Deputy Secretary (DS), Under Secretary (US), Deputy Director (DD), Section Officer (SO), Assistant Section Officer (ASO)

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
	• e-Office, eHRMS • Noting & Drafting • Basic IT, Data Analysis & Interpretation • Portal – PFMS, GeM, e-Samiksha, CPGRAMS • Accounting & Budgeting • RE / BE, SFC / EFC proposals • Technical analysis of bids for goods and services • Grievance Redressal							
3.	Finance 101 • Balance sheets • Cash flow statements • Profit and Loss • Financial health	All officials	Basic	Online	TBD[2]	NIFM	Functional	Q1 – Q4 (round the year)
4.	Data visualization (Tableu, Power BI)	Self-Nomination	Basic	Hybrid	TBD	IIT Madras, CISCO	Functional	Q1 – Q4 (round the year)
5.	Statistical Analysis using SPSS, SAS and R	Self-Nomination	Basic	Hybrid	5 days	GIRHFWT - NIHFW	Functional	Q1 – Q4 (round the year)
6.	Introduction to Emerging Technologies • Data Analytics • AI • ML • Blockchain	Self-Nomination	Basic	Hybrid	2.5 hours online + 1 day offline	Wadhwani AI	Functional	Q1 – Q4 (round the year)
7.	Central Civil Services (Conduct) Rules, 1964	All officials	Basic	Online	0.5 hours	iGOT + ISTM	Functional	Q1 – Q4 (round the year)
8.	**Communication**: Communication and soft skills	All officials	Basic	Online	TBD	iGOT	Behavioural	

[2] Modules marked TBD are under preparation. The duration will be finalized with inputs from the Knowledge Partner.

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
		JS to DD	Advanced	Online	TBD	iGOT		Q1 – Q4 (round the year)
9.	**Communication**: Training on effectiveness of communication	All officials	Basic	Hybrid	TBD	iGOT	Behavioural	Q1 – Q4 (round the year)
		JS to DD	Advanced	Hybrid	TBD	iGOT		
10.	Leadership and Teamwork	JS to DD	Advanced	Hybrid	5 days	ISB, Hyderabad	Behavioural	Q1 – Q4 (round the year)
11.	Time and Stress Management	All officials	Advanced	Online	2.5 hours	iGOT	Behavioural	Q1 – Q4 (round the year)
12.	Critical Thinking	All officials	Basic	Online	TBD	iGOT	Behavioural	Q1 – Q4 (round the year)
		JS to DD	Advanced	Online	TBD	iGOT		
Establishment								
13.	Knowledge of various sections of the Ministry (Induction Module)	All officials	Basic	Online	2.5 hours	iGOT + ISTM	Domain	Q2
14.	Processing Medical Reimbursement Claims	All officials	Basic	Online	3 hours	iGOT + ISTM / IIPA	Domain	Q2
15.	Medical Attendance Rules	DS and below	Basic	Online	3 hours	iGOT + ISTM	Domain	Q2
		DD and below	Advanced	Hybrid	TBD	iGOT + ISTM		Q3
16.	ABR	All officials	Basic	Online	3 hours	iGOT + ISTM	Domain	Q3
17.	TBR	All officials	Basic	Online	3 hours	iGOT + ISTM	Domain	Q3
National Health Mission								
18.	CSS Architecture of NHM	JS	Advanced	Online	3 hours	NHSRC	Domain	Up to KP
19.	Budgeting Allocations (NHM)	JS, Dir, DS	Advanced	Hybrid	TBD	NHSRC	Domain	Up to KP
20.	NHM Architecture	Dir, DS, SO	Basic	Online	5 hours	NIPHTR	Domain	Q4
21.	NHM Dashboard	SO	Advanced	Hybrid	TBD	NHSRC	Domain	Up to KP

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
Nursing Education								
22.	Best Practices in Nursing	JS and below	Basic	Offline / Hybrid	5 days / 10 hours	NIHFW / GIRHFWT	Domain	Q4 / Q1-Q4
		JS, Dir, DS	Advanced	Offline	5 days	NIHFW		Q4
AHS								
23.	Best Practices in Nursing	JS and below	Basic	Offline / Hybrid	5 days / 10 hours	NIHFW / GIRHFWT	Domain	Q4 / Q1-Q4
		JS, Dir, DS	Advanced	Offline	5 days	NIHFW		Q4
e-Health								
24.	Best practices of health IT (country, global)	JS to Dir	Basic	Online	3 hours	iGOT + ISTM	Domain	Up to KP
		JS, Dir, DS	Advanced	Hybrid	TBD	NIHFW		Up to KP
25.	Health Policy Advocacy	JS, Dir, DS	Advanced	Offline / Hybrid	5 days / 16 hours	NIHFW / AIIPH - iGOT	Domain	Q4 / Q1
26.	Human Values in Governance and Public Policy	JS and below	Basic	Online	3 hours	iGOT + ISTM	Domain	Up to KP
Medical Education								
27.	Best practices in Medical Education	JS and below	Basic	Offline / Hybrid	5 days / 30 hours	NIHFW / AIIPH	Domain	Q4 / Q3
Food Regulation								
28.	Administration of Food Safety and Standards Act, 2016 and rules and regulations thereunder	Dir and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q3
		SO and ASO	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q4
29.	Appointments & constitutions of various Committees/statutory posts under the Act	Dir and below	Basic	Online	TBD	NIHFW / Internal	Domain	Q1 and ongoing

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
						MoHFW module		
		SO and ASO	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
30.	Parliamentary Matters related to FSSAI	Dir and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
		SO and ASO	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
31.	Establishment/Admin/Vigilance related to FSSAI & regional offices	Dir and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
		SO and ASO	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
32.	Release in Financial Assistance to FSSAI	Dir and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
		SO and ASO	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
33.	Financial/Audit matters, statutory matters relating to Acts/Rules/Regulations amendments	Dir and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
		SO and ASO	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
34.	Litigation Matters (reg. FSS Act 2016)	Dir and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
		SO and ASO	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
Drug Regulation								
35.	Administration of Drugs & Cosmetics Act 1940	JS and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
		JS to DD	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
36.	National Programme for the Health Care of the Elderly	SO and ASO	Basic	Hybrid	8 hours	NIPHTR	Domain	Q3
37.	Financial Regulations (Medical) - Issues & Challenges	JS and below	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
		JS to DD	Advanced	Hybrid	TBD	NIHFW / Internal MoHFW module		Q1 and ongoing
38.	Global Best Practices in Health & Family Welfare etc.	JS and below	Basic	Offline / Hybrid /	5 days / 10 hours /	NIHFW / GIRHFWT /	Domain	Q1 and ongoing /

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
				Hybrid	60 hours	AIIPH - iGOT		Q4
		JS to DD	Advanced	Hybrid	10 hours	GIRHFWT - NIHFW		Q1 and ongoing
39.	Drugs and Cosmetics Rules	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
40.	Central Drugs Standard Control Organization (CDSCO)	All officials	Basic	Offline	5 days	NIHFW	Domain	Q1 and ongoing
41.	Central Drugs Testing Laboratories	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
42.	Applicability to licensing of manufacturing of drugs	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
43.	FIPB proposals for FDI	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
44.	Strengthening of State Drug Regulatory System	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
45.	National List of Essential Medicines	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
46.	Indian Pharmacopoeia Commission (IPC)	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
47.	National Institute of Biologicals (NIB)	All officials	Basic	Online	TBD	NIHFW / Internal MoHFW module	Domain	Q1 and ongoing
Budget								
48.	Instructions issued by Ministry of Finance	JS and below	Basic	Online	3 hours	DoE / AJNIFM / INGAF	Domain	Q1
		JS to DD	Advanced	Online	5 hours	DoE / AJNIFM / INGAF		Q2
49.	Budgetary Provision	JS to US	Advanced	Online	5 hours	DoE / AJNIFM / INGAF	Domain	Q1
Tobacco Control								
50.	NDPS Act, 1935	JS and below	Basic	Online	TBD	NTCP - Internal MoHFW module	Domain	Q1
		JS to DD	Advanced	Online	TBD	NTCP - Internal MoHFW module		Q2
51.	Drugs & Cosmetics Act	JS and below	Basic	Online	TBD	NTCP - Internal MoHFW module	Domain	Q1
		JS to DD	Advanced	Online	TBD	NTCP - Internal MoHFW module		Q2
52.	COTPA Act 2003	JS and below	Basic	Online	TBD	NTCP - Internal	Domain	Q3

#	Course name & specifications	Target Group[1]	Proficiency level: Basic / Advanced	Mode (Online / Offline / Hybrid)	Duration	Knowledge Partner	Category	Proposed training Quarter (Q)
						MoHFW module		
		JS to DD	Advanced	Online	TBD	NTCP - Internal MoHFW module		Q4
53.	Drug & Deaddiction	SO and ASO	Basic	Hybrid	10 hours	GIRHFWT	Domain	Q2
54.	Global best practices in HFW	JS and below	Basic	Offline / Hybrid	5 days / 10 hours	NIHFW / GIRHFWT	Domain	Q3 / Q3
		JS to DD	Advanced	Offline	5 days	NIHFW		Q4

9. Conclusion

In the first iteration of the capacity building exercise, many critical, long-term and futuristic competency topics were identified that needed attention and intervention. Although these competency topics cover domain, functional and behavioural competencies, our macro picture analysis showed that the institutes and divisions were more aligned towards Functional competencies. Functional competencies such as General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), FR / SR, Legal & Parliamentary matters, Noting & Drafting, Microsoft applications (Word, Excel, PowerPoint), Data Analysis etc. were few of the many intervention areas identified for the short term. These functional competency training are arranged in such a manner for the employees to interact with their colleagues from other ministries / departments. Futuristic competency topics have also been identified from the exercise such as global practices in Health & Family Welfare, Health IT, Nursing, CSS architecture of various schemes such as National Health Mission (NHM), PM ABHIM, training on schemes and medical education rules & regulations (NMC Act, INC Act, PCI Act etc.). Accordingly, the ACBP for the MoHFW is prepared based on the requirements of domain, functional and behavioural competencies on an individual level as well and institutional and technological requirements at an organizational level, meeting the overall objectives of the Ministry.

Beyond Year 1 (2023-24), the training shall focus on higher order aspirational aspects that have been captured within the TNA (along with further feedback to be received from the Division Heads), comprising of aspects such as:

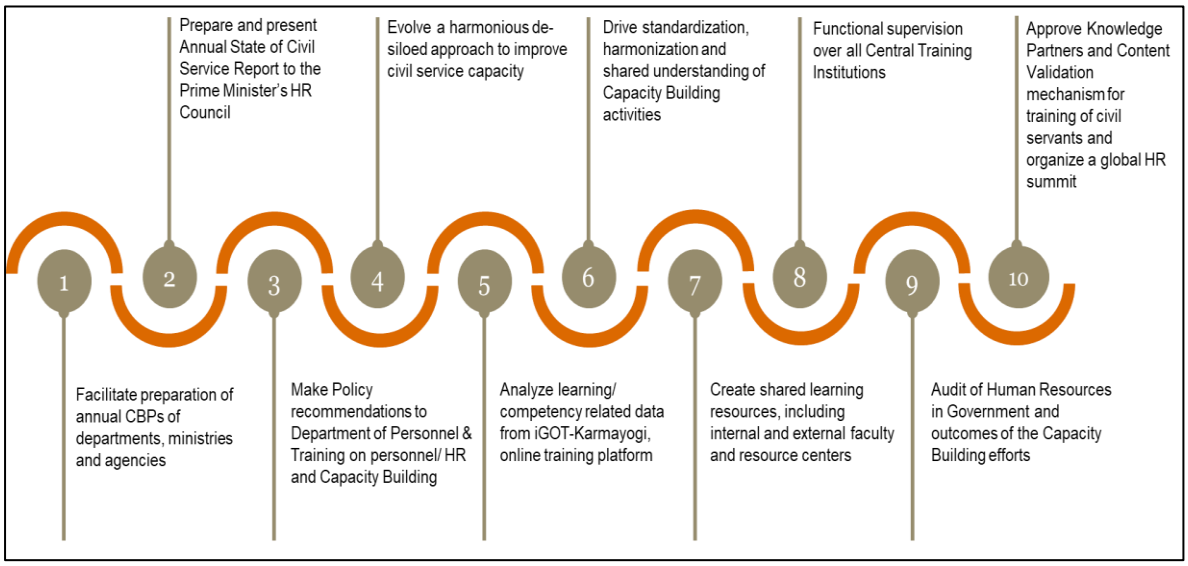
- Knowledge about the sector to create cadre of forward-looking administrators: For example, the demographic and epidemiological transition that India is going though and its likely impact on Indian healthcare; best practices in public health, novel methods of organising provision of healthcare related to provisioning / purchasing; healthcare financing; application of genomics, impact of upcoming technologies like AI / ML / Blockchain on healthcare in greater detail etc.
- Skills such as talent spotting and nurturing; interpretation of data and its use in decision making; how to critically evaluate the results of studies and use it to guide policy making; how to evolve consensus between medical experts and administrators; how to commission a pilot for an intervention and how to evaluate its results; how to develop long term health plans; how to evaluate the gender aspects of health programmes etc.
- Attitudes such as respect towards professional expertise; acceptance towards decentralised decision-making, taking cognizance of the civil society; acceptance of differing needs of the marginalised and divergent populations; openness to consider alternate views; willingness to rectify decisions in light of fresh evidence etc.

Annexure 1: About Mission Karmayogi

Mission Karmayogi 2 was launched by the Union Cabinet in September 2021. It is a National Programme for Civil Services Capacity Building (NPCSCB), which aims to prepare Indian civil servants for the future by making them more creative, proactive, professional, energetic, transparent and technology enabled. The focus of NPCSCB is on promoting ease of living and ease of doing business, by considerably enhancing the citizen-government interface. The NPCSCB has laid the foundation for capacity building for future generations of the civil servants with key philosophy “to create an ecosystem of competency driven training and human resource management by transitioning from a 'rules-based' system to the 'roles-based' system”.

The NITI Aayog has also highlighted the need for reforms in training of personnel in its report “India@75”. Additionally, the COVID 19 pandemic has underlined the need for the civil servants to be agile, capable of partnering with diverse stakeholders and to be up to date with new competencies.

The framework for implementation and monitoring of the Program would involve the Prime Minister’s Public Human Resource Council (PMHRC) which is the apex body for the Program. Under the apex body, there will be a Cabinet Secretariat Coordination Unit (CSCU) that will monitor the implementation of NPCSCB, align stakeholders and provide mechanism for overseeing Capacity Building Plans (CBPs). Capacity Building Commission (CBC) has been set up for functional supervision of civil services training institutions and would facilitate in preparation of the annual CBPs. A Special Purpose Vehicle (SPV) has been set up for operating the digital assets created for NPCSCB on behalf of the Government of India (GOI).



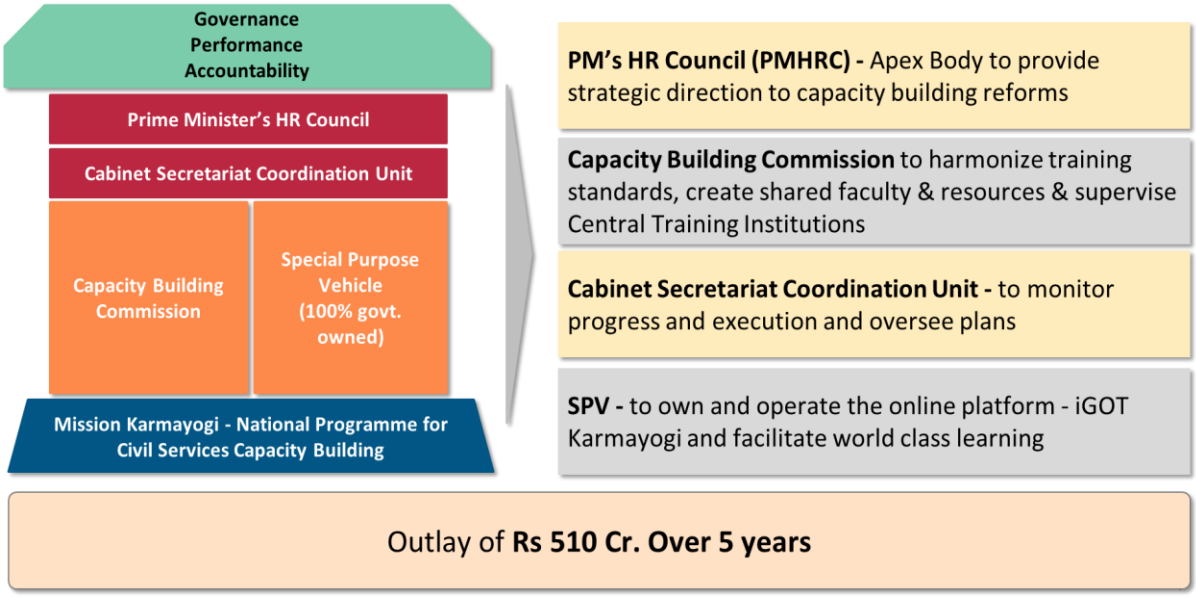
Details of Mission Karmayogi

The NPCSCB has six key pillars, namely:

(1) Policy Framework
(2) Institutional Framework

(3) Competency Framework
(4) Digital Learning Framework
(5) Electronic Human Resource Management
(6) Monitoring and Evaluation Framework

To oversee the planning and implementation of the NPCSCB, the Capacity Building Commission (CBC) was constituted in April of 2021. The Commission plays a key role at helm of Mission Karmayogi and its interventions are designed with three lenses: First, alignment of department's goals with national priorities; Second, Citizen centric service delivery, and third, enhancing capacity of civil servants on emerging technologies. The Commission is mandated to perform the following functions:



Mandate of CBC

CBC is currently conceptualizing and developing ACBP for pilot Ministries including - Ministry of Civil Aviation (MoCA), Ministry of Food Processing Industries (MoFPI), Ministry of Defence (MoD), Ministry of Social Justice and Empowerment (MOSJ&E) and Department of Expenditure (DOE). As the first step, CBC has been interacting and working along with these Ministries to chart out their goals, identify their competency requirement and preparation of their CBP.

This report provides a broad overview of the vision and the goals of MoHFW. It summarizes the competency requirements of the various divisions of the Ministry, and highlights some of the interventions that can be marshalled in short and medium term.

Annexure 2: Overview of the Ministry of Health and Family Welfare

1. Vision of the Ministry

Attainment of highest possible level of health and well-being for all (SDG 3), through preventive and promotive health care and universal access to good quality health services without anyone having to face financial hardship as a consequence.

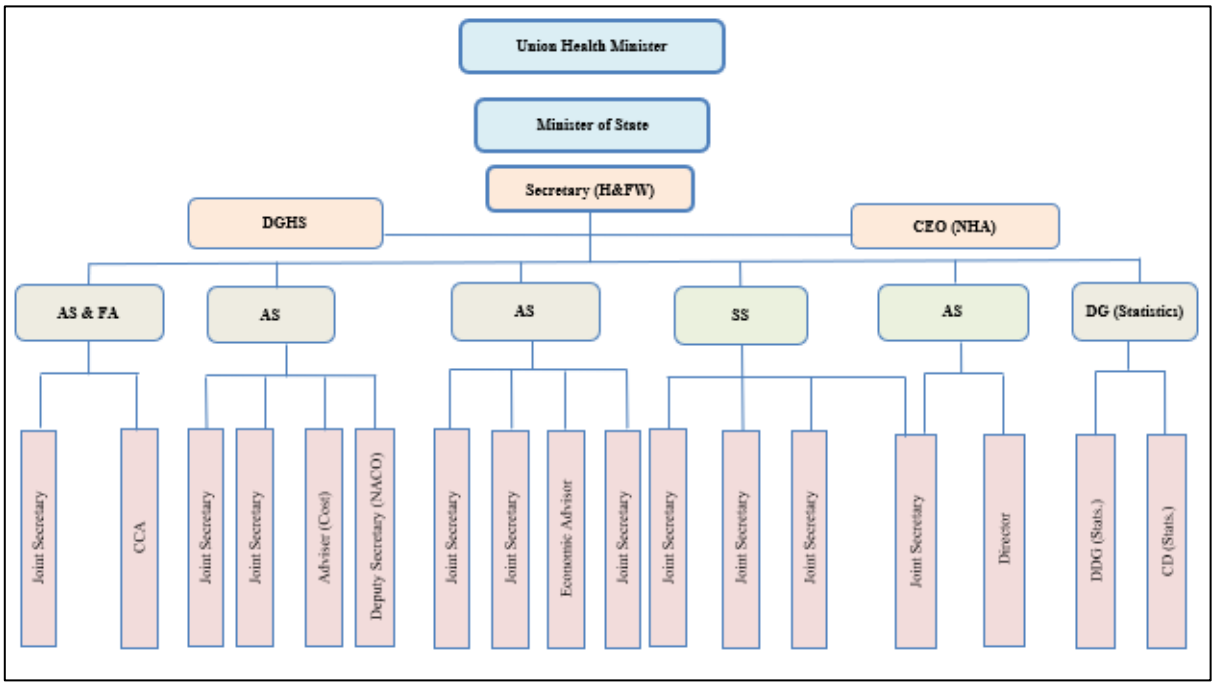
2. Mission of the Ministry

- To ensure availability of quality healthcare on equitable, accessible, and affordable basis across regions and communities with special focus on under-served population and marginalized groups.
- To establish comprehensive primary healthcare delivery system and well-functioning linkages with secondary and tertiary care health delivery system
- To develop the training capacity for providing human resources for health (medical, paramedical, and managerial) with adequate skill mix at all levels.
- To regulate health service delivery and promote rational use of pharmaceuticals in the country.

3. Objectives of the Ministry

- To improve health status of the people through concerted action
- To expand preventive, promotive, curative palliative and rehabilitative services provided through public health sector with focus on quality.
- To progressively achieve Universal Health Coverage

4. Organisation Structure



The organogram of the MoHFW as on 31st March 2023

5. Organisation Strength

The strength of employees of the Ministry of Health and Family Welfare, as of 31.3.2023, is provided below,

Strength of Employees at Department of Health & Family Welfare

Name of Post	Sanctioned Strength	In-position
Secretary	1	1
Additional Secretary	4	4
Joint Secretary	11	10
Director/Deputy Secretary	46	42
Under Secretary	78	71
Section Officer	155	67
Assistant Section Officer	276	260
PSO/Sr.PPS	15	12
PPS	53	38
PS	73	49
Steno 'D'	57	50
PA	47	12
SSA	24	12
JSA	36	9
DG (Stat)	1	1
Economic Advisor	2	2
Director(CGHS)	1	1
Addl. DDG (HQ CGHS)	1	1
Commissioner	1	1 (PH Specialist Gr.II)
Adviser/Sr.CMO(SAG)/CMO(SAG)/Addl. Commissioner/ Jt. Commissioner/Deputy Commissioner/ Assistant Commissioner	16	14
Chief Director(Stats)	1	1
DDG (Stat)	1	1
DDG(TB)	1	1
ADG(TB)	1	1

Name of Post	Sanctioned Strength	In-position
Tuberculosis Officer	1	1
DDG/ADG/Advisor (NACO)/DD(NACO)	6	5
Chief Media(IIS)	1	0
Director (IES)/DD(IES)	4	2
Director/Jt. Director(OL)	1	1
Director/JD (ISS)	5	2
Chief Architect	1	0
Sr. Architect	2	2
PO (AV)	1	0
Deputy Director(ISS)	7	5
Deputy Director (OL)	3	2
Distribution Officer	1	1
Editor (English)	1	1
Editor (Hindi)	1	0
Sr. Analyst	1	0
Architect	2	1
Assistant Director (ISS)	8	5
Assistant Director (IES)	1	1
Assistant Director (OL)	3	1
Programmer	1	0
Deputy Architect	1	1
Sr. AO/ AO (NACO)	5	3
Senior Statistical Officer	26	25
APO(DDAP)	1	1
Assistant Architect	4	1
Assistant Computer Programmer	2	1
Assistant Editor (English)	1	0
Junior Analyst	3	0
Senior Translation Officer	6	6

Name of Post	Sanctioned Strength	In-position
Junior Statistical Officer	30	29
Junior Translation Officer	4	3
Assistant (AD)(CDB)	16	2
Canteen Manager	1	0
Senior Technical Assistant (IEC)	1	1
Processing Assistant	1	1
DEP Grade B	2	1
Coder (MMU)	3	1
Technical Assistant	1	0
DEO	2	2
Ferro Printer(CDB)	3	1
Junior Draftsman(CDB)	1	0
MTS	259	188
Canteen Staff (Health)	18	04
Staff Car Driver	22	09
Senior Gestetnor Operator	3	02

6. Position-wise work allocation, role and responsibilities

The MoHFW has a strength of 501 officials and staff, against a sanctioned strength of 791, with around 63 percent provisioning. Given ahead is the position wise roles and responsibilities within the Ministry of Health and Family Welfare across divisions and officers based on current charges as obtained from the website and the administration division.

5.1. Special Secretary - 1

#	**Responsibilities**
1.	Rashtriya Swasthya Bima Yojana (RSBY) / PMJAY
2.	Parliament matters, responsibilities: Being the nodal division of all Parliamentary work, this Division is common to both the Departments of the Ministry as well as of the Ministry of AYUSH and the offices of DGHS including institutions like DCG(I), FSSAI, SCOVA, AIIMS, Dr. RML Hospital, Safdarjung Hospital, LHMC&CGHS etc. and, therefore, responsible to/for: 1. Liaise with Lok Sabha/Rajya Sabha Secretariats located in Parliament House/Parliament House Annexe /Parliament Library Building. 2. All Parliamentary matters such as questions, call attention motions, short duration discussions, half an hour discussion, both discussion/ consideration of Government bills as well as Private Members bills etc., pertaining to both the Ministries- Receipts, distribution and co-ordination thereof. 3. Arranging passes for officers and staff for facilitating entry to Parliament House/ Parliament House Annexe/ Parliament Library Building. 4. Monitoring and laying of Annual Reports /Audited Accounts of Organizations / Institutions under the Ministry which are required to be laid on the table of both the Houses within the stipulated period. 5. Facilitating the Sections/Desks in laying authenticated copies of Notification (s) on the table of both the Houses. 6. Meetings of various Parliamentary Committee(s) held in Delhi or outside Delhi. 7. To assist our Ministers in Parliamentary issues including Briefing Meetings for various Parliamentary Matters. 8. To assist Secretaries and Seniors Officers of both the Ministry for their oral evidence before various Parliamentary Committees. 9. Meetings of the Consultative Committee of Parliament of the Ministry and all other connected matters. 10. Monitoring of Parliamentary Assurances of both the Ministry. 11. Monitoring of position of matters raised under Rule 377 in Lok Sabha and by way of Special Mention in Rajya Sabha. 12. Co-ordination of all other miscellaneous matters connected with Parliamentary work. 13. Monitoring of VIP references. (MPs & Ministers of Union Government).
3.	Rashtriya Arogya Nidhi (RAN)
4.	Health Ministers Discretionary Grant (HMDG)
5.	Official Language
6.	Non-Government Organization (NGO)
7.	Euthanasia
8.	Trauma Centres and Road Safety
9.	Pilot Programme for Prevention of Burn Injuries
10.	Welfare/PG, Legal, RTI
11.	Red Cross Society
12.	Hospitals (RML & PGIMER/ Safdarjung Hospital and Vardhaman Mahavir Medical College (Administrative control of Rural Health Training Centre / Lady Hardinge Medical College and Kalawati Saran Children Hospital, Government Medical College and Hospital, Chandigarh)
13.	Central Health Services

#	**Responsibilities**
14.	North-East Institutions North Eastern Indira Gandhi Regional Institute Of Health & Medical Sciences (NEIGRIHMS), Shillong. Regional Institute Of Medical Sciences (RIMS), Imphal. Regional Institute Of Para Medical & Nursing Sciences(RIPMNS), Aizawl
15.	Union Territory & Island Development Matters
16.	Kasturba Health Society (KHS) Wardha
17.	Mahatma Gandhi Institute of Medical Sciences (MGIMS), Sewagram, Maharashtra
18.	Vallabh Bhai Patel Institute of Chest, New Delhi
19.	Sanjay Gandhi Post Graduate Institute, Lucknow
20.	Central Government Health Scheme (CGHS)
21.	Drugs & Cosmetics Act
22.	Drugs & Food Quality Control Strengthening of State Drug Regulatory Authority Strengthening of State Food Regulatory system Central Drugs Standard Control Organisation (CDSCO)
23.	India Pharmacopeia Commission(IPC)
24.	Food Safety & Standards Act 2006 and, Food Safety and Standards Authority of India (FSSAI)
25.	National Institute of Biologicals(NIB)
26.	Matters relating to Intellectual Property Rights(IPR)

5.2. Additional Secretary - 1

#	**Responsibilities**
1.	Coordination
2.	Establishment, General Administration, Protocol / R & I / Records

5.3. Additional Secretary - 2

#	Work allocation	Responsibility
1	International Cooperation (IC)/International Health (IH)	
2	Telemedicine	Telemedicine & e-Governance 1. E-learning & Tele- distance education (virtual classrooms) 2. National Medical College Network (NMCN) 3. e-Office 4. Electronic Health Records 5. Mera Aspatal in Central Govt. Hospital & States. 6. Artificial Intelligence 7. Website/Domain Reg./GIGW/Cyber Security 8. Promotion of IT Standards & Guidelines 9. All matters related to Centre for Health Informatics (CHI) (a) All matters including Parliament Question, Parliamentary Committees, relating to the above. (b) Budget matters relating to above. Administration of e-Gov. Initiatives, website maintenance etc. in all attached/subordinate/autonomous institutions under administrative control of the Ministry. Will also take care of maintenance of website of this Ministry and act as Web Manager besides coordinating with NIC and DeitY.
3	E-Governance	
4	Meta Data and Data Standards (MDDS)	
5	Electronic Health Record (EHR)	
6	Public Health and Public Health Institutions, Occupational Health National Centre for Disease Control-NCDC All India Institute of Hygiene & Public Health-AIIHPH, Kolkata	1. National Centre for Disease Control (NCDC); 2. Integrated Disease Surveillance Project (IDSP); 3. Issues on Environmental Health & Climate Change; 4. Public Health Emergency (EMR) 5. Public Health Matters.
7	Integrated Disease Surveillance Programme (IDSP)	
8	Emergency Medical Relief (EMR)	
9	COWIN Digital Platform	
10	Medical Tourism	

5.4. Additional Secretary - 3

#	Items of work	Responsibility
1	Tobacco Control	Tobacco Control Implementation of the World Health Organization Framework Convention on Tobacco Control (WHOFCTC) to which India is a party. Administration and implementation of the Cigarettes and other Tobacco Products (Prohibition of Advertisement & Regulation of Trade & Commerce, Production, Supply and Distribution) Act, 2003. Administration and implementation of the Prohibition of Electronic Cigarettes (Production, Manufacture, Import, Export, Transport, Sale, Distribution, Storage and Advertisement) Act, 2019. Implementation of the National Tobacco Control Programme (NTCP) in coordination with States/UTs. NTCP is being implemented in all 36 States/UTs. Administration and monitoring of three National Tobacco Testing Laboratories. Administration and monitoring of four Tobacco Quitline Services Centres. Surveillance activities – Global Adult Tobacco Survey (GATS) & Global Youth Tobacco Survey (GYTS). Implementation of the Protocol to eliminate Illicit Trade in Tobacco Products negotiated and adopted under Article 15 of the World Health Organization (WHO) Framework Convention on Tobacco Control (FCTC). Coordination with various stakeholder Ministries/Departments/Institutes etc. on tobacco control issues. All Court & RTI matters related to tobacco control issues. Parliamentary matters including Parliament Questions, Special Mentions, Parliament Assurances related to tobacco control. Work related to PMO/VIP references related to tobacco control. All residuary and miscellaneous matters related to tobacco control. II. Drug De-Addiction Programme (DDAP) Issuance of grants to the total six Drug De-addiction Centres established in Central Government Hospitals/Health institutions and monitoring of UCs and financial / physical progress of these institutions /centres along with monitoring of total 27 Drug Treatment Clinics established through NDDTC, AIIMS under DDAP, MoHFW Establishment of new Drug De-addiction and Treatment Centres (DDTC) as per requirement and as approved by Cabinet. Coordination with the Ministry of Social Justice & Empowerment; Ministry of Home Affairs, the Department of Revenue; the International Narcotics Control Board (INCB) etc. in the matters of substance abuse. Organisation/participation of various meetings with all stake holders in the matter of Drug/Substance Abuse. RTI references/ VIP references/PMO references/Public Grievances/ President Secretariat references. Parliament Admitted Starred/Unstarred Question, Assurances & Private Member Bills in respect of Drug/Substance Abuse. Various work and task related to preparation of ‘Standard Treatment Guidelines (STGs) for Substance Abuse’ Book. Updating of Output/outcome [Patients’ details: OPD/IPD/Follow-ups] report on Quarterly basis on Dashboard Portal of MoHFW and DDAP details in mohfw.nic.in website. Various matters related to Meeting of Commission on Narcotics Drugs (CND) at Vienna as representative of MoHFW have to participate the meetings and provide comments/views. Coordination with UNODC and WHO in drug related matters from time to time. Court related matters. Various issues related to Coordination Section, MoHFW. Preparation of Annual Reports in r/o all six De-addiction Centres under DDAP, MoHFW. Residuary and miscellaneous matters.

#	Items of work	Responsibility
2	Clinical Establishment (Registration and Regulation) Act 2010	
3	Transplantation of Human Organs Act 1994 (THOA)	
4	Vaccine Institutes	
5	Information, Education & Communication (IEC)/SNA, Central Health Education Bureau (CHEB)	Swasth Nagrik Abhiyaan (SNA) 1. Participation and arranging exhibition during India International Trade Fair at Pragati Maidan, New Delhi. 2. Co-coordinating the Development and Production of print material like leaflets, posters, general in nature etc. for distribution to State/UTs. 3. IEC in Health Melas in selected areas 4. To deal with media campaigns at central level and participation in fairs at central level specially by Government agencies like IITF by ITPO under D/o Commerce, Aarogya Mela by M/o AYUSH, Vibrant Gujarat by Govt. of Gujarat etc. 5. Printing of Wall Calendar of MoHFW & its distribution to States/UTs through MMU. 6. Designing and release of advertisement on Family Welfare issues. 7. Procurement of newspapers and magazines and distribution to officers in the Ministry HQ in Nirman Bhawan. 8. (a) Reimbursement/Payment to vendors of newspapers and magazines to HFM, MOS and technical officers of the Department. (b) Supply of newspapers and magazines to HFM, MOS and Senior Officers & technical officers of the Ministry. 9. Release of advertisement in newspapers to DAVP through Chief Media/Editor(H) 10. Coordination for production of electronic media and Spots, its duplication and distribution to States/UTs. 11. Administrative matters of the Social Media Cell 12. To deal with Reference including VIP references where MoHFW's direct participation is required for funding/participation in Health Melas in States from the central SNA Budget 13. To deal with all such references including VIP references where the MoHFW has been asked to support the fairs by private parties/NGOs etc in the States/UTs at District/Constituency level will be dealt by NHM Division
6	Human Resources Development / Skill Development/ Training and related Institutes	
7	National AIDS Control Programme (NACP)	
8	NACO	1. Cadre/Service matters of all regular officers of the Under Secretaries and above in NACO. 2. Look after of Parliament & Coordination Work. 3. Processing of advance cases of LTC/ HBA/CEA other advance for regular staff. 4. Award of AMC for various services in NACO Local purchase and payment of contingency bills. 5. Processing foreign deputation cases and RTI matters. 6. Maintenance of Building, ACs & Furniture, IT related and any other administrative problems.

#	Items of work	Responsibility
		7. Maintenance of Staff Cars. 8. Dispose of waste material and assets. 9. Processing of various kinds of bills related to administrative department. 10. RTI matters, Parliamentary work, VIP references and Public Grievances. 11. Booking and processing of Air tickets of Officers/Officials of NACO. 12. Receiving and issuing the Dak to various offices. 13. Processing of Medical bills of individuals/ Hospitals. 14. Technical and Financial evaluation of the Bid Evaluation Report. 15. Coordination with procurement Agent during entire procurement cycle. 16. Supporting program divisions of NACO in procurement related matters. 17. Direct procurement of Goods & Services. 18. Monitoring, reporting, provide oversight to the stock position of various items. 19. Implementation of online web-based application. 20. Provide procurement training/ mentoring to Procurement Officers in States under State AIDS Control Societies (SACS). 21. AMC/CMC of the equipment procured through NACP II & III. 22. To strengthen the Supply Chain Management (SCM) system. <u>NACO finance division</u> 1. Financing 2. Building 3. Auditing 4. Releases 5. Release to states and monitoring.
9	GFATM- Global Fund to fight AIDS, TB & Malaria matters	
10	All Procurement Matters including medical oxygen procurement	<u>Procurement – I</u> 1. Procurement of drugs under NVBDCP and RNTCP Programmes through M/s RITES; 2. To convene meetings of Standing Committees and IPC with respect to (i) above & obtain approvals of the competent authority for Notification of Awards (NoAs); 3. Coordinating issues arising out of (i) & (ii) above; 4. Management of Services Contracts with M/s RITES and release of consultancy fee to them; 5. All policy & administrative matters of Central Medical Services Society (CMSS); 6. All administrative matters of Government Medical Stores Depots under MSO; 7. Matters related to procurement of drugs by MSO for CGHS, Central Govt. Hospitals & CAPFs; 8. Coordination with Procurement Agent and Procurement Divisions and monitoring of post contract activities; 9. Nodal Division for providing access to e-procurement passwords to other entities under MoHFW; 10. Nodal Division to provide guidance on procurement issues to other divisions; 11. Monitoring of procurement policies of Govt. of India and their implementation in MoHFW; 12. To review the progress on procurement of drugs & commodities done by M/s RITES; 13. Audit, court cases, parliament, RTI, etc. related to the above matters/subject. 14. (Erstwhile VP Cell's functions) Procurement of Vaccine, Syringes & Cold Chain Items after the indent received from Immunization Division, MoHFW for the Routine Immunization Programme & Pulse Polio Programme run by Govt. of India. <u>Procurement II</u> (Oral Pill and Supply Sections merged and renamed as Procurement – II Sec. plus Nirodh Marketing

#	Items of work	Responsibility
		Oral Pill (OP) Section: (Social Marketing of contraceptives/Oral pills including procurement and payment to vendors, promotional incentives to Social Market Organisations) OP Section have been entrusted with the work of Social Marketing of Oral Pills. This section is responsible for Procurement of Oral Pills which inter-alia includes. 1. Examination of proposals from NGOs for Social Marketing of Contraceptives 2. Examination of Supply Orders from various manufacturers 3. Preparation of Agreement Documents for procurement of Oral Pills with payment of bills 4. Processing payment of bills (Supply Section): (Procurement of Contraceptives i.e. Condoms, IUCD, Tubal Rings, Oral Pills, Pregnancy test kits, Emergency contraceptive Pills). The Department of Health & Family Welfare is responsible for implementation of the National Family Welfare Programme by encouraging the production and utilization of contraceptives and equipment of good quality and standards and distribution of the same to the States under free supply scheme. Under the Programme contraceptives namely, condoms, OCPs, Copper-T, Tubal Rings, Emergency contraceptives Pills & Pregnancy Test Kits are procured and supplied. 1. After receiving the requirement from the Programme Division of the contraceptives i.e. Mala-N, IUCDs, Tubal Rings, Emergency contraceptives Pills, condoms & pregnancy Test Kits for supply to the States/UTs under free Supply Scheme, Tenders are issued for the quantify except the quantity which are allocated to HLL under Captive Unit Order. 2. After finalization of Rate contract, placement of supply orders for the item condoms, OCPs, IUCDs, Tubal Ring, Emergency contraceptives Pills & Pregnancy Test Kits after approval of the competent authority. 3. Payments were made to the manufacturers of the contraceptives against the Supplies made by them to the States/UTs after verification of all formalities. 4. Monitoring of supplies of the above-mentioned items to the States/UTs under free supply Scheme. 5. Preparation of Expenditure Statement out of the Budget allocated. 6. Preparation of Inspection Notes of contraceptives in which Inspecting Officer of MoHFW carry out the inspection and sampling after receipt of favourable Test Reports from the Testing Laboratory. 7. Preparing of Annual Budget and material for Annual Report and year Book. 8. Reply of Audit Objection & Parliament Question. 9. Issue and maintenance of Blank Inspection Note Books to various Inspecting authorities all over India. 10. RTI Matters/ VIP References. 11. Maintenance & submission of Utilization Certificate of Blank Inspection Notes Books issued to Inspecting Officer all over India. Nirodh Marketing: - Entrusted with the work of Social Marketing of Condoms. - Responsible for Procurement of Condoms which inter-alia includes – 1. Examination of proposals from NGOs for Social Marketing of Contraceptives 2. Examination of Supply Orders from various manufacturers 3. Preparation of Agreement Documents for procurement of condoms with payment of bills 4. Processing payment of bills.
11	CMSS/MSO/SSM	
12	Medical, Dental, Nursing & Allied	

#	Items of work	Responsibility
	Health Education	
13	Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)	
14	AIIMS, New Delhi/PGIMER Chandigarh/ JIPMER Puducherry	

5.5. Joint Secretary - 1

#	Items of Work	Reporting Officer
1.	National Rural Health Mission (NRHM)	Secretary (HFW)
2.	National Urban Health Mission (NUHM)	
3.	Blood Disorders, Thalassemia, Haemophilia, Sickle Cell Anaemia	
4.	National Health System Resource Centre (NHSRC)	
5.	Accredited Social Health Activists (ASHA) Programme i/c Training	
6.	Infrastructure and Human resource (MMU, Ambulance, EMRI etc.)	
7.	Universal Health Coverage, Health Financing	
8.	Public Private Partnership (PPP) related policy work	
9.	National Programme Management unit of NHM	
10.	Sustainable Development Goal (Overall Policy)	
11.	Comprehensive Primary Health Care including Development of Health & Wellness Centres	
12.	Mother and Child Tracking System (MCTS)/ RCH portal/DVDMS	
13.	National Programme for Prevention and Control of Cancer, Diabetic and Cardiovascular Diseases (NPCDCS)	
14.	Programme for Chronic Kidney Disease (CKD)	
15.	Palliative Care	
16.	National Mental Health Programme (NMHP)	
17.	NIMHANS Bengaluru	
18.	Lokpriya Gopinath Bardolai Regional Institute of Mental Health , Tejpur	
19.	Central Institute of Psychiatry, Ranchi	
20.	Chief Vigilance Officer (CVO)	

Few sectional responsibilities for Joint Secretary 1 are identified below:

#	Items of Work	Responsibilities
1.	National Rural Health Mission (NRHM)	**<u>NHM- 1</u>** 1. State's Programme Implementation Plans (PIP) of all States/ UTS (except NE States) and coordination NPCC Meetings 2. National Health System Resource Centre (NHSRC) Administrative & Financial Matters. 3. Intersect oral Convergence 4. Mainstreaming of various programmes of AYUSH under NRHM 5. Thematic Areas Under National Rural Health Mission (NRHM):- Drugs & Warehouses, Community Monitoring. AGCA, ASHA, United Funds, AMG, Village Health Sanitation Committee (VHSNC), Rogi Kalyan Samiti (RKS), Universal Health Coverage, LWE & Tribal Area Plan, District Planning, District Hospitals and High Priority Districts. **<u>NHM- II</u>** 1. All coordination work relating to meetings under NHM with other Ministries. 2. All VIP references including NITI Aayog and Prime Minister Office. 3. Correspondence with States, Annual Report, Performance audit, RTI matters. 4. Empowered Programme Committees (EPC), Mission Steering Group (MSG), Common Review Mission (CRM) 5. Matters related to District/City Level Vigilance & Monitoring Committee / DISHA 6. Outcome Budget on components under National Health Mission (NHM). 7. Quarterly MIS Data Sheet compilation of Physical & Financial Progress under NHM. 8. Analysis of Quarterly MIS Data received from States/UTs.
2.	National Urban Health Mission (NUHM)	

#	Items of Work	Responsibilities
		9. EFC note for continuation of NHM – from 1-4-2017 to 31-3-2020. 10. Cabinet note on Progress Under NHM. 11. Inputs in respect of various activities/ATR of other divisions of this Ministry/other Ministries of GOI. 12. Annual Report pertaining to NHM. 13. Framework for implementation of National Health Mission (NHM). 14. RTI matters on the subject mentioned above. 15. AGCA related financial matters related to claims of bills thereof. 16. Correspondence with NGOs/Voluntary Organizations. 17. 20 Points Programme Managements Unit/State Programme management Unit of NHM. 18. Parliament related matters, Parliamentary Standing Committees. 19. Prime Minister Reconstruction Plan 2004 in respect of J&K. 20. Maintenance, management and updating of NHM website. **NHM- III** 1. Appraisal and approval of Annual National Health Mission (NHM) Programme Implementation Plan (PIP) of the North-East States and their Supplementary PIP & Record of Proceedings (RoP). 2. Examination of Audited Statement of Accounts and settlement of Utilization Certificates against the funds released under Forward Linkage Scheme (FLS) to the NE States up to FY 2018-19. 3. Appraisal of various healthcare project proposals/issues received from Ministry of DoNER, North Eastern Council, Ministry of Minority Affairs, Ministry of Home Affairs, etc. in respect of NE States. 4. Appraisal of various healthcare project proposals/issues received from Department of Border Management. 5. Appraisal of health proposals received from IH/IC Division of MoHFW relating to NE States regarding foreign assistance from World Bank, Japan International Cooperation Agency (JICA) and Asian Development Bank etc. 6. Matters pertaining to NHM thematic areas- Mera Aspataal, Swatch Swasth Sarvatra (SSS) & FRU Operationalization. 7. Disposal of VIP references, PMO References, Public Grievances, etc. relating to implementation of NHM Programme in NE States. 8. Routine Miscellaneous jobs i.e. RTI, Parliament Questions, Annual Report, compilation and submission of monthly statements, audit paras relating to Forward Linkage Scheme, etc. **NHM- IV** 1. Processing and seeking approval for the Programme Implementation Plan(PIPs) in respect of the UTs of Andaman & Nicobar Islands, Chandigarh, Daman & Diu and Dadra & Nagar Haveli, Delhi, Lakshadweep and Puducherry. 2. Thematic areas concerning National Health Mission (NHM) such as- (i) Infrastructure, (ii) Diagnostics including Biomedical Equipment Management Programme (BEMP), HCT, (iii) Clinical Establishment Act (CEA), (iv) Bio Medical Waste Management (v) FRU operationalization, (vi) Kayakalp (vii) Health Melas, 3. Court cases pertaining to NHM related issues. 4. Parliamentary Work; RTI applications, Public Grievances and Periodical reports/ returns in r/o above mentioned subject matters. **NUHM -**I. Urban Health 1. Policy related issues of NUHM. 2. Correspondence with HUPA and other Ministries/ Departments. 3. Preparation for material for annual report. 4. Parliament Questions, Assurances and other Parliamentary matters.

#	Items of Work	Responsibilities
		5. Review and comments on Project implementation Plan (PIP) of all States/UTs. 6. VIP references, PMO references. 7. Reply to RTI applications. 8. Preparation of Quarterly, Periodical reports. 9. Court Cases. II. Special Scheme 1. Urban Family Welfare Centre. 2. Urban Health Posts. 3. Project implementation Plan of NUHM. 4. The subject like Court Case, Annual Plan, Performance Budget, Parliament Question, RTI matter VIP References, Monitoring of Release of funds etc, related to above mentioned Schemes. III. Area Project (Accounts) 1. Preparation of Annual Plans. 2. To process all budgetary matters- BE, RE, FE, Outcome Budget etc. 3. Allocation of State-wise Resource Envelope. 4. To timely process proposals of release of funds and settlement of Utilization Certificates. 5. Preparation and issue of Sanctions. 6. To maintain up to date monthly/ quarterly position regarding release of funds, expenditure and submission of UCs. 7. Matters related to reconciliation of amount released and bookings received from the States. 8. To coordinate with the States& UTs regarding submission of Utilization Certificates and monthly statement of expenditure (Audit Statements).
4.	Blood Disorders, Thalassemia, Haemophilia, Sickle Cell Anaemia	
5.	National Health System Resource Centre (NHSRC)	
6.	Accredited Social Health Activists (ASHA) Programme i/c Training	
7.	Infrastructure and Human resource (MMU, Ambulance, EMRI etc.)	
8.	Universal Health Coverage, Health Financing	
9.	Public Private Partnership (PPP) related policy work	
10.	National Programme Management unit of NHM	
11.	Sustainable Development	

#	Items of Work	Responsibilities
	Goal (Overall Policy)	
12.	Comprehensive Primary Health Care including Development of Health & Wellness Centres	
13.	Mother and Child Tracking System (MCTS)/ RCH portal/DVDMS	**REPRODUCTIVE & CHILD HEALTH (RCH) – 1** 1. Preparation and consolidated report on E-samiksha on various issues. 2. Coordination with different divisions of RCH & prepare consolidated report of various issues like Result Framework Document, Delivery Monitoring Units, Prime Minister Office's references. Monthly DO 3. Coordination with related Ministries e.g. WCD/ planning commission/ Department of Economic Affairs under RCH Programme. 4. Preparation of material for annual report for respect of RCH Programme. 5. Preparation of overall RCH Programme brief for the RCH Programme as a whole for HFW and Seniors Officers meeting. 6. Preparation and consolidation of information or various issues for senior officers for foreign and domestic tours. 7. Compilation of recommendations of various RCH Divisions w.r.t PP of States/ UTs. 8. Coordination of monitoring and Supervision of Programme implementation through State visits, regional review meetings and CMRs reports. 9. (i) Coordinate with all the program division in preparation and timely submission of annual Budget estimates. (ii) Coordinate with program division in preparation and finalization of revised estimates/ final estimates supplementary grants. (iii) Coordinate in preparation of Outcome Budget and Performance Budget. (iv) Coordinate and prepare Annual Plan and 5-year plan, annual action plan on RCH under NRHM. (v) Coordinate with FMG on periodic expenditure on RCH including immunization. (vi) Coordinate work relating to final settlement of accounts, utilization certificates, adult reports in respect of EC-SIP and other pending UCs. (vii)Any other tasks as assigned by the Director (RCH) and JS(RCH). 10. Administration matters of Donor Partners supported consultants in RCH Division, Budgetary matters, PIP, PAC matters, Data Compilation and Monitoring of RCH-II.
14.	National Programme for Prevention and Control of Cancer, Diabetic and Cardiovascular Diseases (NPCDCS)	
15.	Programme for Chronic Kidney Disease (CKD)	
16.	Palliative Care	
17.	National Mental Health	

#	Items of Work	Responsibilities
	Programme (NMHP)	
18.	NIMHANS Bengaluru	
19.	Lokpriya Gopinath Bardolai Regional Institute of Mental Health , Tejpur	
20.	Central Institute of Psychiatry, Ranchi	
21.	Chief Vigilance Officer (CVO)	**Vigilance** 1. To examine the complaints having vigilance angle received from various sources including private individuals and call for a report from the concerned administrative division and in case, if need be or situation so warranted, calls for the records for verification/ examination of the complaint/ case. 2. To examine complaints received through CVC and CTE paras in consultation with concerned administrative Divisions. 3. To provide necessary assistance and co-operation to CBI and other investigating agencies in investigation of cases against the officials under the control of the Ministry. 4. Examination of reports received from the administrative division/CBI and refers theses to CVC for advice after examination. 5. To collect necessary documents, prepare charge sheet and examine the response of the charged officer and, if need be, appoint IO/PO to conduct an inquiry in respect of Vigilance Cases. 6. To examine the inquiry report, seek the 2nd stage advice of CVC, refer the case to UPSC for tendering advice on quantum of penalty in respect of Vigilance cases. 7. To examine the UPSC advice and pass an order and in case of disagreement, to re-process the case as per the existing instructions in respect of Vigilance cases. 8. To issue vigilance clearance and furnish various reports/returns. 9. To tender advice on vigilance matters received from various divisions/ attached and subordinate offices/ institutions. 10. CCS (CCA) Rules, 1965- Clarification and Interpretation with reference to Vigilance cases of MoHFW. 11. Handling of Court cases/ Parliament questions/RTI matters, etc relating to subject allocated to Vigilance Division. 12. Submission of Monthly/ Annual Reievancerts to CVC. 13. Preparation of Agreed list of MoHFW. 14. Court Cases in respect of Vigilance Division

5.6. Joint Secretary - 2

#	Items of Work	Reporting Officer
1	Hospitals (RML & PGIMER/ Safdarjung Hospital & Vardhaman Mahavir Medical College (Administrative control of Rural Health Training Centre/Lady Hardinge Medical College & Kalawati Saran Children Hospital, Government Medical College & Hospital, Chandigarh	SS
2	Central Health Services (CHS)	
3	North-East Institutions Northeastern Indira Gandhi Regional Institute. Of Health & Medical Sciences (NEIGRIHMS),Shillong. Regional Institute Of Medical Sciences (RIMS), Imphal. Regional Institute Of Para Medical & Nursing Sciences (RIPMNS), Aizawl	
4	Union Territory & Island Development Matters	
5	Kasturba Health Society (KHS) Wardha	
6	Mahatma Gandhi Institute of Medical Sciences (MGIMS), Sewagram, Maharashtra	
7	Vallabh Bhai Patel Institute of Chest, New Delhi	
8	Sanjay Gandhi Post Graduate Institute, Lucknow	
9	Central Health Education Bureau (CHEB)	AS

Few sectional responsibilities for Joint Secretary 2 are identified below:

#	Items of Work	Responsibilities
1	Hospitals (RML & PGIMER/ Safdarjung Hospital & Vardhaman Mahavir Medical College Administrative control of Rural Health Training Centre / Lady Hardinge Medical College & Kalawati Saran Children Hospital, Government Medical College & Hospital, Chandigarh	<u>Hospital -1</u> 1. Central Govt. Hospital- Dr. RML/PGIMER including Redeployment Plan & Emergency Care Building of Dr. RML Hospital 2. References/Complaints about Hospital Admn. in general as distinguished from Hospitals and PGIMER 3. Inter-Ministerial references relating to the respective and other Hospitals 4. All Health matters and references relating to administration/ establishment including RRs, Other services conditions about RML and PGIMER, including equipment maintenance 5. Central Govt. Hospital-Safdarjung Hospital/ VMMC including Redevelopment Plan and Emergency Care Building of Safdarjung Hospital/VMMC 6. References/Complaints about Hospital Admn. in general as distinguished from Hospitals and VMMC attached to Safdarjung Hospital 7. Inter-Ministerial references relating to the respective and other Hospitals 8. All Health matters and reference relating to administration/ establishment including RRs, other service conditions about Safdarjung Hospital and VMMC, including equipment maintenance 9. Matters relating to Sports Injury Centre attached to Safdarjung Hospital 10. All matters relating to LHMC 11. All other concerned matters not allocated to Hospital I Section subject to approval of the competent authority, in the Division 12. Any other items of work as assigned from time to time from the senior officers and competent authorities of the Ministry from time to time. 13. The recruitment and personnel matters of nurses of the Central Court. Institutes and Hospitals which are under the purview of Hospital-I Section. 14. Road Safety

#	Items of Work	Responsibilities
		15. Work related to PPP involving central government hospital will be handled in Hospital Section. However, the work related to PPP Policy and PPP under NHM will be handled in NHM – III <u>Hospital 2</u> 1. Hospital matters like establishment matter and audit objections relating to UTs with and without legislatures and Dept. of Health Services, Govt. of NCT of Delhi including general matters. Parliament matters, Court cases, creation of posts, UP-gradation of posts/pay scales, revival of posts, Recruitment Rules, representations pertain to States, representations pertain to Union Territories, Senior officers, meeting, Parliamentary Standing Committees, RTI Matters excluding medical education etc. 2. PMNRF empanelment of hospital related work. Representation related to PMNRF, Parliament matters, Court Cases, VIP reference, PMO references, RTI matters excluding medical education etc. 3. Duties relating to patient care Allowance. Inter-ministerial references pertain to HPCA/PCA, Parliamentary reference, RTI matter, VIP references, representations etc. 4. Rural Health and Training Centre. Creation of Posts, Revival of posts, recruitment rules of RHTC, Budget matters, all other Administrative matters, performance Budget, RTI, Parliamentary matters, VIP references, representations etc. 5. All matters relating to Kayakalp Guidelines viz. circulation of Guidelines etc., award scheme for tertiary care Hospitals under the Ministry. 6. All matters pertaining of the victims of Sexual Violence and Sexual Assault. (Being handled by senior Consultant/ consultants through Section Officer, Hospital-II with providing logistic support from Section). Circulation of Guidelines & protocols medico-legal care for survivors/ victims of sexual violence to all States, Court Cases, Parliamentary references, RTI matters etc. 7. Matters relating to Hospital Waste Management/Bio medical Waste management, RTI matters, parliamentary matters, Budget matters, various references etc. 8. Trauma & Burns Care Scheme. Budget matters, RTI matters, Parliamentary Matters, parliamentary Standing Committee matters, UCs, Coordination with state Governments, performance Budget, VIP references, PMO references, Audit Para's, Dte.GHS references, Senior Officers meeting various representations, all other Administrative matters etc (Being handled by Senior Consultants/ consultants through Section Officer, Hospital-II with providing logistic support from Section) excluding medical education etc. 9. Vallabh Bhai Patel Institute of Chest, New Delhi. Governing Body meeting, Institute Body meeting SFC/EFC, Annual Report, Budget matters, performance Budget, representations, all other Administrative matters, grant-in-aid excluding medical education etc. 10. KHS, Wardha. Governing Body meeting, Institute Body meeting, SFC/EFC, Annual Report, Budget matters, performance Budget, representations, Grant-in-Aid, Laying of Annual reports, excludes medical education. 11. Court cases pertain to University College of Medical Sciences& GTBH (various Court Cases, references etc.) 12. Any other matters not specifically allocated to Hospital-II section as per approval. 13. Any other items of work as assigned from time to time from the senior officers and competent authorities of the Ministry from time to time.
2	Central Health Services (CHS)	CHS work has been divided in 6 parts: <u>CHS 1</u> 1. The Nodal functions of Combined Medical Service Examination including cadre allocation (from recruitment year 1993 onwards). 2. Completion of pre-appointment formalities of Medical Officers allocated to Central Health Service on the basis of recommendations of Union Public

#	Items of Work	Responsibilities
		Service Commission & giving them offer of appointment, revival of offer of appointments etc. 3. Preparation and maintenance of Civil List of Medical Officers (7th CPC pay scale) of Central Health Service. 4. Fixation of seniority of Medical officers of Central Health Services. 5. Cadre matters of MOs/SMOs/CMOs/CMOs(NFSG) working in Delhi based units of Central Health Service. 6. Matters relating to Medical officers(ad-hoc) earlier working on monthly wage/contract basis and those recruited during the strike of Junior/Senior Residents 7. CAT/High Court cases in respect of regularisation of officers earlier appointed on monthly wage/contract basis/ad hoc basis in CHs which are filed in CAT/High court Benches outside Delhi. 8. RTI/Parliament questions/VIP Reference, Court Cases etc. on the above issues. 9. Notifications of appointments of MOs of CHS. 10. Issues concerning completion of probation and confirmation in service of MOs of CHS in service. 11. Medical Examination of the candidates of CMSE. 12. Transfer Committee functions. 13. Maintaining Roster of GDMO sub-cadre of CHS. <u>CHS- 2</u> General Duty Medical Officer(GDMO) Sub-cadre of Central Health Services (CHS) 1. Cadre matters relating to officers belonging to GDMO Sub-cadre of CHS posted in the units outside Delhi and also officers of Supertime Administrative Grade (SAG) level posted in Delhi Units. 2. Promotion of all officers belonging to GDMO Sub-cadre of CHS: (i) Medical Officer- Senior Medical Officer (ii) Senior Medical Officer- Chief Medical Officer (iii)Chief Medical Officer - Chief Medical Officer (NFSG) (iv) Chief Medical Officer (NFSG) - Supertime Administrative Grade 3. Grant of Non-functional upgradation to the officers of GDMO sub-cadre to SAG and HAG level. 4. Preparation and maintenance of Seniority lists in respect of Senior Medical Officer, Chief Medical Officer, Chief Medical Officer (NFSG) and Supertime Administrative Grade of the officers of GDMO Sub-cadre of CHS. 5. Matters relating to transfer/posting, grant of study leave, permission to visit abroad on personal capacity, grant of voluntary retirement, resignation, disciplinary cases in respect of officers of GDMO sub-cadre. 6. Court cases, RTI matters, VIP references, public grievances, etc. <u>CHS-3</u> (A) Teaching and (B) Public Health Sub-cadres of CHS 1. Recruitment (i) Sending of requisition to UPSC (ii) Processing the recommendations of received from UPSC (iii) Verification of Medical Examination, character & antecedents and caste certificates. (iv) Clearance of Probation period (v) Confirmation of service. 2. Promotions (a) Time-bound (in Teaching Sub-cadre) (i) Assistant Professor to Associate Professor (ii) Associate Professor to Professor (iii) Professor to Director Professor level (b) In Public Health Sub-cadre (i) Specialists Gr.III to Spl. Gr. II

#	Items of Work	Responsibilities
		(ii) Spl. Gr. II to Spl. Gr. I (iii) Spl. Gr. I to SAG level 3. CHS Cadre Administration of teaching institutions viz. LHMC, New Delhi, AII&PH, Kolkata, AIIPMR, Mumbai, VMMC, New Delhi, Dr. RML Hospital, New Delhi, CIP, Ranchi, Safdarjung Hospital, New Delhi & Govt. of NCT of Delhi involving MAMC, GB Pant Hospital, GTB Hospital and Institutes under Public Health Sub Cadre of CHS. 4. RTI/Parliament questions/VIP References and Court Cases etc. <u>CHS-4</u> Non-Teaching Specialist Sub-cadre of CHS 1. Recruitment (i) Sending of requisition to UPSC (ii) Processing the recommendations of received from UPSC (iii) Verification of Medical Examination, character & antecedents and caste certificates. (iv) Clearance of Probation period (v) Confirmation of service 2. Promotions Time-bound (in Non-Teaching sub-cadre) (i) Spl. Gr.III to Spl. Gr.II (ii) Spl. Gr.II to Spl. Gr.I (iii)Spl. Gr.I to SAG level (iv) SAG level to HAG level. 3. Selection of CHS officers for appointment to administrative positions earmarked for Non-Teaching sub-cadre. 4. Rotational posting of CHS officers for a period of 90 days to A&N Islands Administration and Lakshadweep Islands Administration. 5. Grant of permission to Non-Teaching Specialist to visit foreign on personal grounds. 6. Cadre-clearance to Non-Teaching Specialist to undertake foreign assignment. 7. RTI/ Parliament questions/ VIP References and Court Cases etc. <u>CHS-5</u> 1. Anomalous cases of fixation of pay of Central Health Services (CHS) officers. 2. Matters relating to implementation of Pay Commission recommendation (including NPA). 3. Court cases in service matter of CHS Officers pertaining to subject dealt by CHSV Section. 4. General questions relating to CHS Rules, its amendment and Cadre Review. 5. General questions relating to grant of allowances to CHS Officers. 6. Inclusion/ exclusion of posts from CHS. 7. Matters involving coordination like references from Parliament Committee, Pay Commission, material for annual report of the Ministry, Half-yearly return of Threshold Analysis etc. of CHS Division. 8. Deputation in CHS of Medical Officers. 9. Parliament Questions relating to CHS. 10. RTI matters relating to CHS-V Section. 11. Formulation of Management Information System (MIS) for CHS & Dental Officers in consultation with NIC, MOHFW. <u>CHS 6 & APAR Cell</u> 1. In-Situ Promotion of Group 'A' Gazetted Non-Medical Scientists S-IV level(243 posts) to S- level 2. Dental Surgeons (all administrative matters) 3. Work related to court cases filed by Dental doctors and Non-Medical Scientists on the issue of their promotion.

#	Items of Work	Responsibilities
		APAR Cell 1. Maintenance of ACRs/APARs in respect of officers of Central Health Services cadre. 2. Issue related to upgradation of ACRs/APARs in terms of instructions issued by the Dept. of Personnel and Training 3. Considering the representations against below benchmark grading in ACRs/APARs in terms of instructions issued by the Department of Personnel and Training vide their OM dated 13.04.2010. 4. Work related to court cases pertaining to the issues of ACRs/APARs filed by CHS Officer against GOI. 5. Other Miscellaneous issues related to ACRs/APARs.
3		**Northeastern section** North East Division deals with all administrative matters related to three institutes namely – 1. North Eastern Indira Gandhi Regional Institute of Medical Sciences(NEIGRIHMS) 2. Regional Institute of Medical Sciences(RIMS) 3. Regional Institute of Para Medical and Nursing Sciences(RIPANS), Aizawl Located in the North Eastern States of Meghalaya, Manipur, & Mizoram respectively.
4	Union Territory & Island Development Matters	
5	Kasturba Health Society (KHS) Wardha	
6	Mahatma Gandhi Institute of Medical Sciences (MGIMS), Sewagram, Maharashtra	
7	Vallabh Bhai Patel Institute of Chest, New Delhi	
8	Sanjay Gandhi Post Graduate Institute, Lucknow	
9	Central Health Education Bureau (CHEB)	

5.7. Joint Secretary - 3

#	Items of Work	Reporting Officer
1.	Reproductive, Maternal, Neo-natal, Child &Adolescent Health (RMNCAH)– Policy, Programme & Schemes	AS
2.	Nutrition &Gender	
3.	Immunization &Pulse Polio Programme	
4.	National Iodine Deficiency Disorder Control Programme (NIDDCP)	
5.	Pre Natal Diagnostic Techniques (PNDT)	
6.	PopulationPolicy/FamilyPlanning/SocialMarketingofContraceptivesScheme	
7.	Janani Suraksha Yojana(JSY) and Janani Shishu Suraksha Karyakaram (JSSK)	
8.	Rashtriya Bal Swasthya Karyakram (RBSK)	
9.	Mother and Child Tracking Facilitation Centre (MCTFC) and Direct Benefit Transfer	
10	Revised National TB Control Programme (RNTCP) and related Institutes	
11	Facilitation Cell	
12	COVID Vaccination	
13	Vaccine Institutes Pasteur Institute of India(PII), Coonoor Central Research Institute(CRI), Kasauli BCG Vaccine Laboratory Guindy, Chennai Institute of Serology, Kolkata	AS

Few sectional responsibilities for Joint Secretary 3 are earmarked as follows:

#	Items of Work	Responsibility
1.	Reproductive, Maternal, Neo-natal, Child &Adolescent Health (RMNCAH)– Policy, Programme & Schemes	**Family planning matters divided in 2 parts** **<u>Family planning 1</u>** **(Nodal Section for framing of Policy on Family Planning)** 1. Matters related to National Population Policy (NPP), 2000 □ Status on implementation of NPP-review. □ Coordination with National Commission on Population, on the implementation of NPP, 2000. 2. Suggestion received on the National Population Policy □ Examination of submission and suggestions from PMO, VIPs, general public etc. on National Population Policy. □ Furnishing of comments on Draft State Population Policies received from the states. 3. Coordination of Parliament Matters on National Population Policy and related issues. 4. Matters related to Constitution (79th Amendment) Bill, 1992. 5. Settlement of post closure work pertaining to Jansankhya Sthirata Kosh (JSK).
2.	Nutrition &Gender	
3.	Immunization &Pulse Polio Programme	
4.	National Iodine Deficiency Disorder Control Programme (NIDDCP)	
5.	Pre Natal Diagnostic Techniques (PNDT)	
6.	Population Policy/ Family Planning/Social Marketing of Contraceptives Scheme	

#	Items of Work	Responsibility
7.	Janani Suraksha Yojana(JSY) and Janani Shishu Suraksha Karyakaram (JSSK)	Family planning – part 2 **Nodal Section for implementation of family planning initiatives/interventions -** 1. Family Planning strategy formulation 2. FP2020 3. PIP appraisal and approval 4. Parliament Matter 5. NIPHTR reports 6. Flash reports & evaluations 7. Results Framework Document (RFD) 8. Annual Report 9. Matters related to planning commission/ PMO/ Parliamentary committees 10. DMU of PMO 11. Population stabilization matters 12. Quarterly reports (Death/ Complications/ failures) in sterilisation 13. DP engagements 14. NGO engagements 15. BIS,ISO TC 157 (Specification of contraceptives & equipment) 16. VIP references 17. Coordination with international delegations 18. Holding workshops in the states 19. Census analysis 20. Family Planning Training : IUCD, minilap, laparoscopic, (Planning, Monitoring, Rational deployment, Output tracking.) 21. IUCDs: planning, budgeting, scale up a. IUCD 380 A b. Cu IUCD 375 c. PPIUCD 22. HMIS : (rigorous monitoring, collation and analysis) a. Service data: i. Web based HMIS; ii NRHM reports; iii State reports (collected by the division) b. Surveys: i. SRS; ii. AHS; iii. DLHS; iv. NFHS 23. Demand estimation and procurement for all contraceptives (Planning, estimation, tracking of supplies and follow up of usage) 24. Court cases 25. Compensation Scheme for death, failure and complication due to sterilization (FPIS) 26. Matter concerned with RTI - CPIO 27. Preparation of Budget proposal (BE/RE/FE) 28. Bid evaluation committee memberships 29. IPC meetings 30. Celebration of World Population Day 31. Celebration of World Vasectomy Day 32. PPP Social Franchising/ Social Marketing 33. RMNCH counselors 34. Technical comments on IEC/BCC: Print/Audio/ video 35. New Contraceptives: Injectables, Female condoms, Infertility 36. Pregnancy testing kits (Planning, estimation, tracking of supplies and follow up of usage) 37. Delivery of contraceptives by ASHAs at doorstep (HDC) 38. Incentivizing ASHAs for counselling eligible couples for delay in first birth & healthy spacing between births
8.	Rashtriya Bal Swasthiya Karyakram(RBSK)	
9.	Mother and Child Tracking Facilitation Centre (MCTFC) and Direct Benefit Transfer	
10	Revised National TB Control Programme (RNTCP) and related Institutes	
11	Facilitation Cell	
12	COVID Vaccination	

#	Items of Work	Responsibility
		39. Expert Group meeting for updating of technical manuals and guidelines 40. Grant-in-aid for conduction of NSV technique (Faculty training and development of centres) 41. Grant-in-aid for conduction of Re-canalisation technique 42 COE (strengthening of male and female re-canalisation centres) 43.Grant-in-aid to IIT Kharagpur for National Centre for technology in Family Planning 44. Grant-in-aid to Indian Medical Association (IMA) 45. RET/PRC 46. National review meeting on family planning programme 47. Monitoring of Quality of Services provided and functioning of quality assurance committee 48. Improving acceptance of family planning methods 49. HFM report 50. SACK, IIT Kharagpur 51. 20 Point Programme 52. CRM related matter 53. Monthly D.O. Letter 54. E-samiksha **IMMUNIZATION- (CC&V (COLD CHAIN & VACCINES)** 1. Cold Chain, Syringes & Needles – Assessment of requirement State-wise /District-wise, allocation and monitoring of supply, maintenance, take over product indigenization, meetings, adjustment sanction. 2. Vaccine assessment of requirement, allocation & monitoring of supply to the states, meetings, adjustment sanction, hiring of cold storage at MSDs. 3. All technical references relating to above. 4. Audit & all financial matters relating to above like cost adjustment, budget, and release of funds. 5. Human Rights matters. 6. Liaison with manufacturers. 7. Release of funds for handling charges to MSDs. 8. Briefs on vaccines, material for Cabinet 9. Matters regarding testing of vaccines. 10. Coordination with Deptt. Of biotechnology. 11. Training on Cold Chain and maintaining relating matters-NCCVMRC & NCCRC 12. Immunization Strengthening Project. 13. Examination of proposals received under adolescent Health Project. 14. National Technical Committee on Immunization 15. RTI matters on the subject allotted to the Section. 16. Parliament matters on the subject allotted to the Section. 17. Grievances on the subject allotted to the Section. 18. VIP references. 19. Court cases on the subject allotted to the Section. 20. Examine proposals for new technologies in cold chain & ISC. 21. Newer Technology/new innovation in Immunization. 22. Introduction of newer vaccines. 23. AEFI 24. Framing /revising technical specification of cold chain equipment 25. Preparing indents of cold chain equipment 26. Monthly reports 27. Monitoring of NCCMIS 28. Part C of PIPs

#	Items of Work	Responsibility
		29. Strategic Communication & Demand Generation under Immunization. 30. Health System Strengthening project under Gavi support. 31. Coordination with donor agencies like UNICEF, WHO, GAVI, ICMR, INCLEN etc. for procurement of Cold Chain items, Polio Vaccines under Pulse Polio Programme & Pentavalent vaccine **<u>Maternal Health</u>** 1. Maternal Health Activities including matters relating to EmOC Training, SBA Training, MTP Act. 2. Settlement of UCs for grants released under maternal health activities and training of MBBS doctors in anaesthesia. 3. Release of grants-in-aid to States/UTs & other organisations under National Iodine Deficiency Disorders Control Programme (NIDDCP). 4. Parliament matters related to Maternal Health, NIDDCP. 5. Release of grants for maintenance etc. & settlement of grants thereof and booking of Holiday Home. 6. ARSH related activities. 7. RTI matters related to above subjects. 8. Court Cases on above matters. 9. VIP References, letters, other administrative works. 10. Office Orders, Meeting Notice, D.O letters to States & Others administrative works. 11. All matters relating to implementation and monitoring of Janani Suraksha Yojana (JSY). **<u>Pre-natal diagnostics techniques PNDT</u>** 1. Monitoring of Implementation of the PC&PNDT Act, 1994. 2. Framing replies to Parliament Questions and other Parliamentary references like Calling Attentions, Special Mentions etc. 3. Court cases including framing of draft Counter Affidavits. 4. Policy Matters on the PC & PNDT Act. 5. Amendments to PC & PNDT Act, 1994 and Rules & Regulations frames thereunder. 6. Framing replies to RTI applications/ Appeals. 7. Furnishing replies to VIP references. 8. Budgetary matters. 9. Constitution of the Central Supervisory Board (CSB) under the PC& PNDT Act, 1994. 10. Organising meetings and other matter related to the Central Supervisory Board under the Chairmanship of Hon'ble HFM. 11. Constitution of the National Inspection and Monitoring Committee and organizing visits of NIMC and follow up action on the report submitted by NIMC. 12. Compilation of Quarterly Progress Reports on implementation of the PC&PNDT Act, furnished by the States/ UTs and other stakeholders, and monitoring of the same. 13. Constitution of UT Appropriate Authority and UT Advisory Committee in all UTs. 14. PNDT related IEC Activates. 15. Holding periodic regional/ state level review meetings on the progress of the PNDT related activities.
13	Vaccine Institutes Pasteur Institute of India(PII), Coonoor Central Research Institute (CRI), Kasauli BCG	**<u>Vaccine Institutes</u>** 1. Administrative and policy matters relating to three Vaccine Institutes namely, Central Research Institute, Kasauli (Himachal Pradesh), BCG Vaccine Laboratory, Guindy, Tamil Nadu and Pasteur Institute of India, Coonoor (Tamil Nadu).

#	Items of Work	Responsibility
	Vaccine Laboratory Guindy, Chennai Institute of Serology, Kolkata	2. Administrative and policy matters in respect of Indian Institute of Serology, Kolkata.

5.8. Joint Secretary - 4

#	Items of Work	Reporting Officer
1.	Establishment of new AIIMS under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)	AS
2.	Upgradation of Government Medical Colleges under Pradhan Mantri Swasthya Suraksha Yojana(PMSSY)	
3.	AIIMS-Jodhpur, Bhopal, Raipur, Rishikesh, Bhubaneshwar & Patna	
4.	All India Institute of Medical Sciences (AIIMS)New Delhi	
5.	Post Graduate Institute of Medical Education & Research (PGIMER),Chandigarh	
6.	Jawaharlal Institute of Post Graduate Medical Education & Research (JIPMER) , Puducherry	

Few sectional responsibilities for Joint Secretary 4 are as follows:

#	Items of Work	Responsibility
1.	Establishment of new AIIMS under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)	INI-I 1. All administrative matters pertaining to (AIIMS), N. Delhi 2. Appointment of Senior Administrative Post i.e. Director, Deputy Director (Admn.) Sr. Financial Advisor etc. of AIIMS, New Delhi 3. Framing of budget proposals -Includes Performance Budget, Gender Budget, Outcome/Outlay Budget etc. & release of Grant-in-aid, RTI matter, & court cases of AIIMS, New Delhi. 4. Laying of Annual Reports, Audited Statement of Accounts on the Table of Houses of Parliament of AIIMS, New Delhi. Standing Finance Committee, Governing Body and Institute Body meetings of AIIMS, New Delhi. 5. Department Related Parliamentary Standing Committee matters, Court Cases, CAG Para, Parliament Question Assurances, Creation of Post, Seniority fixation matter. 6. Nomination of Hon'ble HFM as a member of Institute and President of AIIMs, New Delhi, nomination of Secretary (HFM) and Additional Secretary & Financial Advisor as a member of Institute Body of AIIMS, N. Delhi 7. Preparation of Cabinet Committee on Economic Affair (CCEA) and Cabinet note for establishment of New Centre in AIIMS, New Delhi 8. The recruitment and personnel matters of nurses of the Central Court. Institutes & Hospitals which are under the purview of INI – I Section **INI-II section** Work related to Post Graduate Institute of Medical Education & Research, Chandigarh (i) Creation of posts. (ii) Court Cases. (iii) Parliament Standing Committees. (iv) Governing Body meeting. (v) Institute Body meeting. (vi) SFC/EFC. (vii) Recruitment Rules. (viii) Annual Report. (ix) Administrative matter. (x) Grants-in-Aid.
2.	Upgradation of Government Medical Colleges under Pradhan Mantri Swasthya Suraksha Yojana(PMSSY)	
3.	AIIMS-Jodhpur, Bhopal, Raipur, Rishikesh, Bhubaneshwar & Patna	
4.	All India Institute of Medical Sciences (AIIMS)New Delhi	
5.	Post Graduate Institute of Medical Education & Research (PGIMER),Chandigarh	
6.	Jawaharlal Institute of Post Graduate Medical Education & Research (JIPMER) , Puducherry	

		(xi) Budget related matters. (xii) VIP/PMO/RTI matters related to PGIMER. (xiii) Cabinet Notes/CCEA notes/EFC notes. (xiv) Other Miscellaneous matters. Work related to Jawaharlal Institute of Postgraduate Medical Education & Research, Puducherry. (i) Creation of posts. (ii) Court Cases. (iii) Parliament Standing committees. (iv) Governing Body meeting. (v) Institute Body meeting. (vi) SFC/EFC. (vii) Recruitment Rules. (viii) Annual Report. (ix) Administrative matter. (x) Grant-in-Aid. (xi) Budget related matters. (xii) VIP/PMO/RTI matters related to JIPMER. (xiii) Cabinet Notes/ CCEA notes/EFC notes. (xiv) Other Miscellaneous matters. **PRADHAN MANTRI SWASTHYA SURAKSHA YOJANA (PMSSY)** **PMSSY – I** : All procurement matters of Phase – I, II & III; All construction matters of Phase I & II upgradation. **PMSSY – II** : All construction matters of upgradation from Phase – III onward. Website, digitalization of records. **PMSSY – III** : All matters of new AIIMS and upgradation of Phase IV & V except construction matters in upgradation. **PMSSY – IV**: All HR related to six new AIIMS including legal matters of HR. Public Grievances related to new AIIMS. **PMSSY – V** : All construction and financial matters of Phase – I & II including arbitration, legal and public grievance cases in these matters.

5.9. Joint Secretary - 5

#	Items of Work	Reporting Officer
1.	National Programme for Prevention & Control of Deafness (NPPCD)	AS
2.	All India Institute of Physical Medicine and Rehabilitation (AIIPMR), Mumbai	
3.	All India Institute of Speech & Hearing (AIISH), Mysore	
4.	National Oral Health Programme (NOHP)	
5.	National Programme of Prevention & Control of Fluorosis (NPPCF)	
6.	National Leprosy Eradication Programme (NLEP) and Institutes Central Leprosy Teaching and Research Institute Chengalpattu Regional Leprosy training and research Institutes, Gouripur, Raipur, Aska	
7.	National Vector Borne Disease Control Programme (NVBDCP)	
8.	Viral Hepatitis	
9.	National Programme for Control of Blindness (NPCB)	
10	National Programme for Health Care of Elderly (NPHCE)	
11.	Rare Diseases	
12	Legal Cell	SS
13	Official Language	
14	Information, Education & Communication (IEC)	AS

Few sectional responsibilities for Joint Secretary 5 are as follows:

#	Items of Work	Responsibilities
1.	National Programme for Prevention & Control of Deafness (NPPCD)	**NCD-1 Section** 1. NPCB – National Programme for Control of Blindness 2. NPHCE – National Programme for Health Care of the Elderly 3. NOHP – National Oral Health Programme 4. NPPCF - National Programme for the Prevention and Control of Fluorosis 5. NPPCD – National Programme for Prevention and Control of Deafness 6. All India Institute of Speech and Hearing (AIISH), Mysuru. 7. All India Institute of Physical Medicine and Rehabilitation (AIIPMR), Mumbai **NCD-II Section** All matters related to Cancer component of National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS): 1. Administrative matters relating to existing campus of Chittaranjan National Cancer Institute, Kolkata as well as the 1st Phase of development of second campus of Chittaranjan National Cancer Institute at Rajarhat, Kolkata. 2. Grant-in-aid to Chittaranjan National Cancer Institute, Kolkata 3. Grant-in-aid to eligible State Cancer Institute (SCI) and Tertiary Cancer Centre (TCC) under the Strengthening of Tertiary Care of Cancer scheme of NPCDCS. 4. RTI matters. 5. Parliamentary Matters including Parliament Questions, Calling Attention motion, matter raised under 377 and Zero hour of the Parliament, Assurances and Laying of Annual Reports and Audited Accounts of Grantee Institutions in both the Houses of Parliament. 6. Payment of Membership fee of India to IARC, Lyon, France. 7. Budget Estimate/Revised Estimate Statement/Replies to Questionnaire of Parliamentary Standing Committee etc.
2.	All India Institute of Physical Medicine and Rehabilitation (AIIPMR), Mumbai	
3.	All India Institute of Speech & Hearing (AIISH), Mysore	
4.	National Oral Health Programme (NOHP)	
5.	National Programme of Prevention & Control of Fluorosis (NPPCF)	

#	Items of Work	Responsibilities
		8. Annual Plan/Five Year Plan/Result Frame Work Document. 9. EFC Note/CCEA Note of the schemes under NPCDCS. 10. References from VIP/Member of Parliament. 11. Settlement of Utilization Certificates of the Grant-in-aid released to the Medical Colleges/Hospitals of the State Governments. 12. Monthly/Weekly/Other Reports. 13. Release of Grants-in-aid to the eligible States under NCD Flexi Pool. 14. Court Cases of Chittaranjan National Cancer Institute, Kolkata. 15. Court Cases (Others). 16. National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Disease and Stroke (NPCDCS) 17. Chronic Kidney Disease. 18. Palliative Care (O.O. No. I.34011/1/2013-IWSU dt. 14.03.2013) 19. Chronic Obstructive Pulmonary Diseases (COPD) 20. Rheumatic Heart Diseases (RHD) and 21. Affordable Medicines and Reliable Implants for Treatment (AMRIT) pharmacy
6.	National Leprosy Eradication Programme (NLEP) and Institutes Central Leprosy Teaching and Research Institute Chengalpattu Regional Leprosy training and research Institutes, Gouripur, Raipur, Aska	
7.	National Vector Borne Disease Control Programme (NVBDCP)	**Vector Borne Disease (VBD)** 1. Administrative matters relating to Directorate of National Vector Borne Disease Control Programme (NVBDCP). Directorate of NVBDCP is responsible for prevention & control of six vector-borne diseases viz. Malaria, Filaria, Kala-azar, Dengue, Chikungunya, Japanese Encephalitis and Zika virus disease. 2. Release of Cash (Grant-in-aid) and Kind (commodities) assistance to the States/ UTs for implementation of vector borne disease control activities by the States/ UTs under NVBDCP. 3. Processing of Court cases, VIP references, Parliamentary matters etc. relating to NVBDCP 4. Coordinating with NVBDCP on the implementation of National Programme for prevention and control of Japanese Encephalitis (JE)/Acute Encephalitis Syndrome (AES) as approved by the Cabinet. 5. Coordinating with NVBDCP on monitoring and supervising the implementation of intervention/ activities for prevention and control of JE/AES in the 60 priority districts in 5 States viz. Assam, Bihar, Tamil Nadu, Uttar Pradesh & West Bengal through the Coordination Committee constituted under the chairmanship of Secretary (H&FW) and three task forces. 6. Coordinating with NVBDCP on GFATM supported Intensified Malaria Control Project-II under NVBDCP. 7. Coordinating with NVBDCP on monitoring and supervising the elimination process for elimination of two vector borne diseases viz. Kala-azar and Lymphatic Filariasis by the year 2015.
8.	Viral Hepatitis	

#	Items of Work	Responsibilities
9.	National Programme for Control of Blindness (NPCB)	
10.	National Programme for Health Care of Elderly (NPHCE)	
11.	Rare Diseases	
12.	Legal Cell	
13.	Official Language	
14.	Information, Education & Communication (IEC)	

5.10. Joint Secretary - 6

#	Items of Work	Reporting Officer
1	IFD, IWSU	AS& FA
2	Budget Division	

Few sectional responsibilities for Joint Secretary 6 are as follows:

#	Items of Work	Work responsibilities
1	IFD, IWSU	**Integrated Finance division (IFD)** **US(FIN.I)** 1. All procurement matters (excluding that of NACO) 2. PMSSY 3. IEC (including activities under various programmes) 4. Emergency Medical Relief. **US(FIN.II)** 1. IH/IC Division- (Contribution to International Bodies, Deputation abroad). National & International Conferences. 2. Vaccine Institute (PII Coonoor, BCG Lab Guindy, IVC Chengalpattu, CRI, Kasauli). 3. TB Control Programme (including NTI, Bangalore), 4. IDSP. 5. National Vector Borne Disease Control Programme. 6. Leprosy Eradication Programme 7. MH Division/MS Division/Hospital Division (RML, SJH, LHMC), Family Planning Division. 8. ME Division (PGIMER Chandigarh, NBE, JIPMER, Puducherry, AIIMS, New Delhi, NIB, Kasturba Health Society, VPCI), 9. FSSAI (PFA &Drugs), Indian Pharmacopeia Commission. **US(FIN.III)** 1. Establishment matters of Department of Health & Family Welfare & Dte.GHS along with its subordinate offices viz., NCDC, APHO/PHO, MMU, NML, CHEB, CBHI, AIIH&PH- Kolkata, MSO 2. CGHS/CHS Division/CSMA matter 3. NE Division (NEIGRIHMS, RIMPS, GMC), 4. PMS/Nursing Divisions 5. National Mental Health Programme (including all institutions-NIMHANS Bangalore, CIP, Ranchi etc.) 6. Training Division/NIHFW. 7. NGO Division/Grants Division/ PNDT Division. 8. Statistics Division/IIPS, Mumbai. **US(FIN.IV)** 1. NACO (including procurement) 2. Programme for control of Diabetes, Cancer & Cardiovascular Diseases 3. Blindness Control Programme 4. Deafness Control Programme 5. Tobacco Control Programme 6. Programme for control of Leptospirosis 7. National Programme for Control of Fluorosis 8. Organ Transplant Programme 9. PRC Matters/Health Surveys including Annual Health Survey/ SIFPSA. **US(FIN.V)** 1. NRHM(Mission flexible pool, RCH flexible pool, routine immunization programme, Pulse Polio Immunization). 2. NUHM 3. National Iodine Deficiency Disorder Control Programme.

#	Items of Work	Work responsibilities
		4. National Programme for Health Care of Elderly 5. Trauma Care Centres, Burn Injury Centre. 6. Administrative matters of HLL/HSCC 7. Prevention & Control of Human Rabies. 8. Tele-medicine 9. New Programme **SECTION OFFICER(FINANCE)** 1. Deptt. of AYUSH 2. Department of Health Research (including ICMR). 3. Coordination **<u>Internal Work Study Unit (IWSU)</u>** 1. Preparation of Induction Material of the Ministry. 2. All work relating to O&M in the Ministry. 3. Ensuring preparation or review of record retention schedules concerning substantive functions of the Ministry by the concerned sections and furnishing guidance thereafter as necessary. 4. Scrutiny of monthly reports of arrears relating to recording, indexing, weeding out of files and suggesting remedial action required. 5. Undertaking work measurement studies etc., including study on request for creation of posts received from other Sections/Divisions attached and subordinate offices of the Ministry etc. 6. Assisting Staff Inspection Unit in work measurement studies. 7. Preparing brochure on level of disposal of various cases in the Ministry. 8. Preparing brochure on time limit for disposal of various cases in the Ministry. 9. Drawing up of programme of inspection of Sections, scrutiny of Inspection reports, locating the more common or serious defects with a view to suggesting appropriate remedial action. 10. Report to Department of AR&PG on O&M matters. 11. Reports of the Administrative Reforms Commission, SIU- their processing, implementation and transfer to the section concerned. 12. Periodic O&M meetings. 13. Allocation of disputed receipts in the Ministry. 14. Organisation Chart of the Ministry. 15. Matters relating to Manual of Office Procedure. 16. Allocation of work among the Section/Desk in the Ministry. 17. Allocation of Business Rules/Transactions of Business Rules.
2	Budget Division	1. Issue of preliminary budget instructions to all /Desks/Officers concerned 2. All work related to RE/BE w.r.t H&FW/ Department of Health Research. 3. Circulation of circulars issued by the Ministry of Finance. 4. Examination of Budget proposals received from Sections/Desks etc. 5. Projection of Estimates of expenditure to Ministry of Finance for discussions by Secretary (Expenditure) with Financial Adviser. 6. Distribution of Grants & preparation of Statement of Accepted Estimated based on the Ceiling conveyed by the Ministry of Finance. 7. Forwarding of Statement of Budget Estimates (Final) to the Ministry of Finance at two stages. 8. Projection/Finalisation of Supplementary Demands for Grants of Department of Health & FW and Health Research in consultation with Ministry of Finance. 9. Preparation & finalisation of the Detailed Demands for Grants for both the departments. 10. Monitoring of excess/savings in the final Estimated of Expenditure. 11. Acceptance of Final Estimates of Expenditure/Surrender of Savings. 12. Finalisation of Appropriation/ Re-appropriation orders in respect of Department of Health& FW (Part-I Health) & Department of Health Research. 13. Monitoring of printing of the Detailed Demands for Grants of the Ministry. 14. Review of Monthly Expenditure of various Institutions/Programmes.

#	Items of Work	Work responsibilities
		15. Projection of expenditure under “Medium Term Expenditure Framework (MTEF)-Review of the Schemes. 16. All matters relating to FRBM Act. 17. All works relating to Examination of the Detailed Demands for Grants and Reports thereon by the Department Related Standing Parliamentary Committee on Health & FW. 18. Co-ordination work relating to Audit Paras included in various Reports of C&AG. 19. Preparation of Explanatory Notes for Savings over 100 crore and above. 20. Co-ordination work in respect of Reports of Public Accounts committee and Estimates Committee of Parliament. 21. Co-ordination work in respect of Audit objections/ Audit paras included in the Audit Reports of Various A.Gs/ Internal Audit Wing etc. 22. Allocation and Monitoring of all advances (Conveyance/ HBA etc.) to the staff of the Department of Health & FW/ Dte. GHS. 23. Issues of Economy Instructions.

5.11. Joint Secretary - 7

#	Items of Work	Reporting Officer
1.	Medical Education	AS
2.	Dental Education	
3.	Nursing	
4.	Allied Health Services	
5.	Medical Council of India/National Medical Commission	
6.	Dental Council of India	
7.	Indian Nursing Council	
8.	Pharmacy Council of India	
9.	National Board of Examination	
10.	Raj Kumari Amrit Kaur College of Nursing	
11.	Lady Reading Health School, Delhi	
12.	All Oxygen related issues including Medical Oxygen Procurement	
13.	National Institute of Health & FW (NIHFW)	
14.	Gandhigram Institute of Rural Health and Family Welfare Trust (GIRHFWT)	
15.	Training	
16.	Skill Development	
17.	National Institute of Public Health and Training Research, Mumbai	

In addition, all issues relating to National Task Force of Hon'ble Supreme Court and Empowered Group - IV would be looked after by the officer.

Few sectional responsibilities of Joint Secretary 7 are earmarked as follows:

#	Section	Work responsibilities
1.	Medical Education	**<u>Medical education (Policy)</u>** 1. Indian Medical Council Act, 1956 and amendments therein, Regulations under IMC Act, State Medical Council Acts. 2. Indian Medical Council Rules, 1957. 3. Indian Medical Degree Act, 1916. 4. Election/Nomination of members of the Medical Council of India. 5. Recognition/De-recognition of Medical qualifications/Medical Colleges abroad. 6. Regulations of MCI on Under-Graduate, Post-Graduate Medical Education in India. 7. Minimum qualifications for appointment as teacher in Medical Colleges (Teachers Eligibility Qualification). 8. Post-Graduate Medical Education Committee, Executive Committee of the MCI and other Committee under MCI. 9. Medical Professional Conduct, Etiquette and Ethics. 10. Grants-in-aid to MCI, Budget/Annual Reports/Audit Reports of MCI. 11. Practice by quacks, complaint against doctors. 12. State Legislation regarding Medical Councils. 13. Continuing Medical Education Programme including donation of equipment through MCI. 14. CVO report of MCI. 15. Screening Test Regulations. 16. The Establishment of New Medical Colleges regulation. 17. International Coordination in respect of Medical Education. 18. B.SC (CH) Course. 19. Matter relating to bridge course of AYUSH doctors.

#	Section	Work responsibilities
		20. Policy matters in respect of Medical Education of India. 21. Election/Nomination of members of Governing Body of the National Board of Examination. 22. Grants-in-aid to NBE, Budget/Annual Reports/Audit Reports of NBE. 23. Administrative and Vigilance matters of NBE. 24. Court Cases of NBE. **Medical Education 1** 1. Establishment of new medical colleges and increase/renewal of MBBS seats u/s 10A of IMC Act,1956. 2. Standing/ Increase of PG seats (Diploma/Degree/Super-Speciality) in various medical colleges of country u/s 11(2) of IMC Act 1956 3. Recognition of UG & PG medical courses u/s 11(2) of IMC Act, 1956 4. Exemption to Govt. Medical Colleges to start PG course without the provision of UG course in the college 5. Matters related to above allocated work (i.e. PQs, RTIs, Court Cases, VIP references etc) **Medical Education II** 1. Allocation of Central Pool MBBS/BDS seats to States/UTs without medical/dental colleges & Ministry of Defence, External Affairs, Home Affairs, Human Resource Development etc. 2. Allocation of Central Pool MDs seats to States/UTs without MDS teaching facility. 3. Allocation of Post Graduate Medical Seats to Foreign National Students from Central Pool maintained- M/o H&FW. 4. Central Sponsored Schemes for “Strengthening and up graduation of State Govt. Medical Colleges for starting new Post Graduate (PG) disciplines and increasing PG seats”. 5. Central Sponsored Schemes for “Establishment of new medical colleges attached with existing District/Referral Hospital”. 6. Central Sponsored Scheme for “UP graduation of existing State Govt. Central Govt. medical colleges to increase MBBS seats in the country”. 7. Convening TEC and EC meeting to identify and approve the districts in states for establishment of new medical colleges, increasing PG and UG seats in respect of the above three schemes. 8. All budgetary and financial matters related to above schemes. 9. Grant of permission to foreign national students to undergo elective training in various medical institutions in India. 10. Grant of NOC to private medical/dental colleges to admit foreign/NRI students in MBBS/BDS/MD/MS&MDS courses. 11. Grant of NOC to foreign national students for appearing in the PG Entrance Examination being conducted by AIIMS & PGIMER Chandigarh twice in a year (January & July Session). 12. All India UG/PG Entrance Examination conducted by CBSE and NBE/AIIMS respectively- related Policy matters. 13. Grant of temporary permission to foreign doctors to practice medicine in India. 14. To deal with Court Cases filed in the Supreme Court and High Courts relating to admission of students at UG/PG level medical courses. 15. Dealing with miscellaneous references viz. Complaints, RTI requests etc. 16. To deal with VIP references relating to Central Pool and Central Sponsored Schemes. 17. Various Parliamentary matters including Parliamentary assurances/questions relating to above schemes. 18. Dealing with miscellaneous references like RTI references, complaints, etc. relating to the schemes. **Medical services section**

#	Section	Work responsibilities
		1. (i) Medical Examination, (ii) Treatment abroad, (iii)JCM Matters and follow up action, (iv)Private Member Bills, Parliament Question, Assurances, RTI, Grievances, Court cases etc. related to above mentioned subjects. 2. (i) Euthanasia/ Mercy Killing, (ii) IRCS, (iii) St. John's Ambulance, (iv) Private Member Bills, Parliament Questions, Assurances, RTI, Grievances, Court cases etc related to above mentioned subjects. 3. (i) Transplantation of Human Organs and Tissues Act 1994 and Rules thereunder, (ii) Appeal Cases in respect of Organ Transplantation, (iii) National Organ Transplant Programme, (iv) Clinical Establishment Act 2010 and Rules thereunder, (v) National Advisory Board for Standards in respect of CE Act, (vi) Establishment of Health Facilities to promote Medical Tourism, (vii)Budget Related to above scheme, (viii) Private Member Bills, Parliament Questions, Assurances, RTI, Grievances, Court cases etc. related to above mentioned subjects. **<u>Mental Health Section</u>** 1 Mental Healthcare Act, 2017 2 Central Mental Health Authority 3 National Mental Health Programme. 4 National Institute of Mental Health and Neuro Sciences, Bangalore. 5 Central Institute of Psychiatry, Ranchi. 6 Lokpriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur, Assam.
2.	Dental Education	1. Establishment of new dental colleges in the country. 2. Starting of PG courses/increase of seats in UG & PG courses & granting renewal permissions to existing dental colleges. 3. Recognition of UG and PG Degrees. 4. Recognition of Dental Degrees issued by foreign universities. 5. Policy matters of Dental Council of India. 6. Finalisation of Regulations and amendments prepared by DCI etc.
3.	Nursing	(I) SCHEME FOR DEVELOPMENT OF NURSING SERVICES 1. Training of Nurses. 2. Strengthening/Up-gradation of existing schools of Nursing into Colleges of Nursing. 3. National Florence Nightingale Awards. (II) SCHEME OF STRENGTHENING/UPGRADATION OF NURSING SERVICES(ANM/GNM) UNDER HUMAN RESOURCEs FOR HEALTH. Scheme has been discontinued w.e.f 1st April 2020. 1. Opening of ANM/GNM Schools in identified districts of the State-physical and financial progress review. (III) OTHER MATTERS 1. Rajkumari Amrit Kaur College of Nursing, New Delhi- All administrative, budgetary and disciplinary matters. 2. Lady Reading Health School, Delhi- All administrative, budgetary and disciplinary matters. 3. Indian Nursing Council- Administrative matters, revision of syllabus, laying of reports and regulations, etc. 4. Review of Indian Nursing Council Act and matters related to that. 5. All Policy matters relating to Nursing Personnel. 6. Nursing Reforms- implementation of decisions of NITI Aayog. 7. Pay scale revision and recommendations in respect of Nursing Personnel. 8. Clarification of policy matters related to nursing from other Ministries like Railway, Defence etc. 9. Issue of NOC to foreign students for pursuing nursing education in India. 10. Preparation of EFC/SFC for the Nursing Schemes. 11. Processing for release of fund, communicating to states/institutions for proposals, Utilization Certificate Monitoring and Evaluation of Schemes, Settlement of Utilisation Certificate etc. 12. Budget matters, e-Samiksha/RFD etc. 13. Preparation of recruitment rules and appointments/promotions of nursing personnel in LRHS and RAK.

#	Section	Work responsibilities
		14. Strengthening of RAK College of Nursing as Centre of Excellence. 15. Parliament Question/ VIP Reference/RTI/Court Cases PG cases etc. 16. Technical inputs in court cases. 17. WHO Projects/International assistance.
4.	Allied Health Services (AHS)	1. Matters relating to Allied Health Professionals Education & related issues. 2. Establishment of National Commission for Allied and Healthcare Professions (NACHP) and related issues. 3. Skill courses relating to Allied Health Professions in coordination with HRH Cell. 4. Pharmacy Education and regulations RTIs, Grievance, Court Cases, Parliamentary Question related to Pharmacy Education. 5. Administrative matters of Pharmacy Council of India and issues relating to PCI Act. 6. Issues concerning HRH Cell. 7. Court cases, RTIs, Grievances, Parliamentary matters on the above subjects.
5.	Medical Council of India/National Medical Commission	
6.	Dental Council of India	
7.	Indian Nursing Council	
8.	Pharmacy Council of India	
9.	National Board of Examination	
10.	Raj Kumari Amrit Kaur College of Nursing	
11.	Lady Reading Health School, Delhi	
12.	All Oxygen related issues including Medical Oxygen Procurement	
13.	National Institute of Health & FW (NIHFW)	**TRAINING** I. RCH-II Project under NIHFW 1. Development of In-service Training Courses' curriculum and Training Materials (Manuals, Modules etc) for Induction, Promotional and Orientation Training of HRH. 2. Training of Trainers (In-service Training). 3. To release Grant-in-Aid to the RCH-II Unit of NIHFW, New Delhi 4. Selection Committee Meetings & processing for approval of recommendation for the Contractual Staff under the Project. 5. Examination of proposals relating to reorganization/restructuring of the Project, revision of salaries/TA/DA/Leave entitlements etc. 6. Revision/updating of financial norms for all training of MoHFW. 7. Monitoring of Training inputs with other Divisions. 8. Coordination with NIHFW and other Training Institutes.
14.	Gandhigram Institute of Rural Health and Family Welfare Trust (GIRHFWT)	
15.	Training	

#	Section	Work responsibilities
		9. Reviewing and analysing reports/receipts received from NIHFW and issuing approvals for the same 10. Basic training of ANM/LHVs Schemes through PIP from states. 11. Strengthening of ANM training Schools through PIP from states. 12. All other miscellaneous matters relating to the RCH-II Project. **II. National Institute of Public Health Training and Research (NIPHTR), Mumbai (Family Welfare Training & Research Centre, Mumbai renamed as National Institute of Public Health Training and Research (NIPHTR), Mumbai** 1. Examination of proposals relating to Recruitment, pay fixation, promotion under MACP, Career Advancement Scheme/DPC , revision transfers/ amendment of Recruitment Rules for various posts etc. 2. Court cases in High Court, CAT etc. 3. Budget proposals 4. Release of grants for various capital expenses. 5. All other miscellaneous matters relating to the Institute **III. Gandhigram Institute of Rural Health & family Welfare Trust** 1. Budget proposals. 2. Court cases in High Court, CAT etc. 3. Examination of proposals regarding upgradation/re-designation of various posts/ leave entitlements/ 4. To release Grant-in-Aid to Central Training Institute(CTI) under Gandhigram 5. To release Grant-in-Aid to RHTTI under Gandhigram 6. Parliament Questions/MPs/VIP References/PMO References/RTI Matters **IV. Miscellaneous** 1. Preparation of material for various reports like Annual report, Annual Action Plan, Outcome Budget etc. 2. Various activities for rolling out of Training Management Information System (TMIS) all over the Country. 3. Selection Committee Meetings and processing for approval of recommendation for manpower under TMIS & E-learning 4. All matters relating to RTI, MP/VIP/PMO reference, Budget, Parliament questions, miscellaneous matters etc in regard to the above Institutes. In addition to the work indicated above **The Administrative work of NIHFW, New Delhi includes:-** 1. Examination of proposals relating to Recruitment, pay fixation, promotion under MACP, Career Advancement Scheme/DPC . 2. Revision /amendment of Recruitment Rules for various posts etc. 3. Selection Committee Meetings and processing for approval of recommendation. 4. Approval for foreign assignments 5. Disposal of grievance cases. 6. Convening of meeting of Governing Body/Standing Finance Committee/Executive Council. 7. Making necessary arrangements for these meetings and processing of minutes thereafter. 8. Sanctions of Grant-in Aid to NIHFW, New Delhi. 9. Budget proposals. 10. Court cases in High Court, CAT etc. 11. To deal with various complaints against NIHFW as well its officials. 12. Material for preparation of Annual Report & laying out the Annual Report of Institute before both houses of the Parliament. 13. Parliament Questions/MPs/VIP References/PMO References/RTI Matters. 14. Amendment of byelaws/rules. 15. Preparation of monthly reports regarding court cases/VIP References/D.O. letters to the Cabinet & various other reports as asked by Coordination/ Budget/ P.G. Cell and other Sections/Divisions of the Ministry 16. All other miscellaneous matters relating to the Institute. 17. All India Institute of Hygiene & Public Health (AIIH & PH), Kolkata 18. Public Health Foundation of India (PHFI)

#	Section	Work responsibilities
		19. National Academy of Medical Sciences (NAMS)
16.	Skill Development	
17.	National Institute of Public Health & Training Research, Mumbai	

5.12. Joint Secretary - 8

#	Items of Work	Reporting Officer
1	CGHS	SS
2	Rashtriya Swasthya Bima Yojana (RSBY) / PMJAY	
3	International Cooperation (IC)/International Health (IH)	AS
4	G – 20 matters	

Few sectional responsibilities of Joint Secretary 8 are earmarked as follows:

#	Items of Work	Responsibilities
1	Central Government Health schemes (CGHS)	Processing & organizing e-tenders for empanelment of private health care organisations including diagnostic centres under CGHS & fixation of rate for various treatment procedures from time to time. Issuance of clarifications regarding issues related to reimbursement & related matters. Organizing specialist meetings for formulation of guidelines for reimbursement policies. Others distributed between 1 , 2 3 & 4 parts: CGHS 1 1. Creation of Group 'A' and 'B' Non-Plan posts in respect of all CGHS Units. 2. Continuation of Group 'A' and 'B' temporary posts in respect of all CGHS Units. 3. Conversion of Group 'A' and 'B' temporary posts into permanent ones in respect of all CGHS Units. 4. Framing/Amendment of Recruitment Rules of all posts in all CGHS Units. 5. All establishment matters pertaining to Group 'B' (Gazetted) posts in respect of all CGHS Units. 6. All establishment matters, other than cadre matters of CHS doctors, of Group 'A' officers in respect of all CGHS Units. 7. All establishment matters, other than cadre matters, in respect of Unani, Homoeopathy & Ayurvedic physicians in all CGHS Units. 8. Parliamentary matters concerning the items of work allotted. 9. Court cases/ matters relating to the items of work allotted. 10. References received from VIPs, including Public Grievances, pertaining to items of work allotted. 11. All matters relating to audit paras/audit objections related to the work allotted. 12. Association, JCM, Departmental Council matters related to the work allotted. 13. All periodical Reports and Returns pertaining to the work allotted. 14. All matters relating to reservation for SCs/STs/OBCs etc. pertaining to work allotted. 15. Any other matter incidental or related to the work allotted <u>CGHS-2</u> 1. All matters (Establishment, Administrative, Service Matters) relating to Gr.C & erstwhile Gr.D Posts, in CGHS (located in Delhi and outside Delhi) 2. Personal matters such as permission to visit abroad, forwarding of applications, request for inter-city transfers, Grant of various advances, etc relating to Gr.C & erstwhile Gr.D Staff of CGHS. 3. Compassionate Appointments. 4. Association (All India CGHS Employees Associations) Demands relating to the sphere of work allocated in the Section. 5. Purchase and Condemnation of Office Equipment, other than Medical Equipment's. 6. Purchase and Condemnation of Official Vehicle. 7. Matter relating to cadre restructuring of Gr. C and erstwhile Gr. D posts of CGHS. 8. Matter relating to pay upgradation of Gr.C and erstwhile Gr. D posts in CGHS. <u>CGHS-3</u> 1. Policy planning matters including opening of new CGHS wellness Centres & extension of CGHS to additional cities/areas etc.

#	Items of Work	Responsibilities
		2. All matters relating to clarification of CGHS Rules, their interpretation & applicability such as issue of CGHS cards, entitlement of CGHS beneficiaries & hospital treatment in non-CGHS area certificate etc in consultation with CGHS(P). 3. Any other matter incidental or related to policy. 4. All matters relating to Budget- Plan & Non-Plan, including Performance Budget, Notes on Demands, Parliamentary Standing on Budget etc. 5. All matter relating to reimbursement of medical claim including ex-post facto approval of CGHS beneficiaries from all CGHS units other than CGHS, Delhi & includes issue of sanctions for heart pace-markers/ heart valves and permission for artificial appliances/disposal surgical sundries. 6. Court cases/matters relating to the items of work allotted. <u>CGHS-4</u> 1. Preventive Vigilance. 2. All Vigilance and disciplinary matters. 3. Complaints received from any Source, including those against Medical Officers and staff of CGHS Units. 4. Complaints regarding delay in payment to hospitals, harassment by hospitals, etc. 5. CGHS Advisory Committee. 6. CGHS Manual. 7. Monitoring of Private Hospitals/Diagnostic/ Centres; Clarification/ information regarding recognition of hospitals and rates fixed under CGHS. 8. Recognition of private Hospitals/ Diagnostic Centres for treatment of CGHS beneficiaries. 9. Appointment of authorised local chemists, including pending bills, complaints about payment or any clarification/ information required in regard to local purchase of medicines. 10. All matters relating to procurement of drugs (generic or proprietary), including assessment of availability/ shortage of drugs through periodical reports as may be prescribed and supply of drugs through MSDs/HSCC 11. Matters relating permission for purchase and/ or any clarification/ information required on lifesaving drugs for treatment of CGHS beneficiaries and their families. 12. Hiring of Private Building for CGHS Dispensaries/ Offices and revision of rent of buildings. 13. Matters relating to for constructing of CGHS Building, repairs, maintenance etc. 14. All matters relating to purchase/ repair of medical equipment's for CGHS dispensaries/clinics/ labs. 15. Complaints from CGHS beneficiaries regarding non-availability of drugs. 16. Matters relating to Associations, matters relating to agitations, strikes by CGHS Service Associations. 17. Court cases/ matters relating to the items of work allocated. 18. All references received from VIPs including Public Grievances, pertaining to items of work allocated. 19. All matters relating to audit paras/ audit objections related to the work allocated. 20. Association, JCM, departmental councils matter related to the work allocated. 21. All periodical Reports and Returns. <u>CGHS policy- Employees health scheme</u> 1. All Policy matter on Central Government Health Scheme 2. Clarification on CGHS rules and orders issued from this section 3. Full Reimbursement cases under CGHS from different Ministries/Department. 4. Extension of CGHS to semi-Government/Autonomous organisations 5. All parliamentary matters relating to CGHS 6. Matters pertaining to Standing Committee of National Council (JCM), Standing Committee of Voluntary Agencies (SCOVA).

#	Items of Work	Responsibilities
		7. All matters relating to CS(MA) rules such as - o CS(MA) Rules –Clarifications, policies, etc. o Matters related to relaxation under CS(MA) rules o Empanelment of General Hospitals/Eye Centres/Dental Clinics under CS(MA) Rules. o Processing of Treatment Abroad cases under CS(MA) Rules. 8. Central Government Employees and Pensioners Health Insurance Scheme.
2	Rashtriya Swasthya Bima Yojana (RSBY) / PMJAY	**Pradhan Mantri Jan Arogya Yojana (PMJAY) earlier Rashtriya Swasthya Bima Yojana (RSBY)** 1. Release of funds to National Health Authority for implementation of Ayushman Bharat-Pradhan Mantri Jan Arogya Yojana (AB-PMJAY) and other budget related issues of scheme. 2. All parliamentary matters (Parliament Questions/Rule 377 matters/special mentions/assurances etc.) related to AB-PMJAY. 3. Miscellaneous administrative matters of National Health Authority. 4. Processing of reports/returns/bulletins received from National Health Authority regarding implementation of PMJAY. 5. Submission of various information regarding AB-PMJAY to Coordination Section, BOP Section etc. of MoHFW and also to DOE, DEA, NITI Aayog, PMO and other Ministries/Dept/s etc. 6. Other miscellaneous issues- grievances, court cases, and reports referred to MoHFW and related to AB-PMJAY. 7. Though RSBY has been subsumed in AB-PMJAY during 2018-19, all pending matters of RSBY including fund releases to states, court cases, grievances are being handles in the Section. 8. Similarly, pending issues related to erstwhile Senior Citizen Health Insurance Scheme (SCHIS) including fund releases to States are also being looked after by the Section.
3	International Cooperation (IC) / International Health (IH)	**International cooperation** 1. Drafting and finalization of bilateral Agreements/MoUs with foreign countries in the field of Health and Medicine, including making arrangements for signing ceremonies, meetings of Joint Working Group (JWG)/workshop, etc. 2. Processing of miscellaneous references received from the M/o External Affairs & other Central Government Ministries/ Departments (D/o IPP/ D/o Commerce, etc.) for comments/ inputs on bilateral/ multilateral matters. 3. Processing of references received from M/o Home Affairs (MHA) for comments/ inputs on applications of Indian organizations/ NGOs working in the field of health sector, in connection with receiving of financial contribution from foreign donor agencies under FCRA Act, 2010. 4. Processing of references received from D/o Economic Affairs (DEA) for comments/ inputs on applications of foreign organizations /NGOs working in the field of health sector, in connection with opening of Liaison Offices/ Branch Offices in India. 5. Processing of references received from M/o External Affairs (MEA)/ Indian & Foreign organizations/ other countries on invitations extended to HFM/ Secretary/ other officers for participation in Conferences/ Seminars/ Meetings/ Workshops abroad. 6. Collaborative programme with neighbouring countries undertaken through M/o External Affairs. 7. References received from the M/o External Affairs on South Asian Association of Regional Cooperation (SAARC) matters relating to Health sector, including hosting of meetings/ seminars/ workshop, etc. 8. Processing of applications received from institutions/ universities/ organizations for grant of permission/ approval on holding/ organizing of International Meetings/ Conferences/ Seminars/ Workshops **(other than those organized by WHO)** in India. 9. Cultural Exchange Programme of ICCR, M/o External Affairs. 10. References received from D/o Economic Affairs on State Health System Development projects with financial assistance (loan/ grant) by World Bank. 11. Foreign Investment Promotion Board (FIPB) matters received from the D/o Economic Affairs (DEA) and the D/o Industrial Policy & Promotion (DIPP).

#	Items of Work	Responsibilities
		12. India-Nepal collaboration projects (i) B.P. Koirala Institute of Health Sciences (BPKIHS), Dharan, Nepal- all aspects, including implementation of project/agreement to administer and manage the facilities set up; and (ii) setting up of Emergency Trauma Centre (ETC) at Bir Hospital, Kathmandu, Nepal. 13. India-Maldives collaboration project for setting up of Indira Gandhi Memorial Hospital (IGMH) at Male, Maldives, including finalization & implementation of the agreement, recruitment of faculty, etc. 14. Processing of applications and issue of Statement of Need **(SON)** Certificate and Exceptional Need Certificate **(ENC)** to Indian students for higher studies/ training/ fellowship in medical fields under J-1 visa regulations of USA and similar applications received for other countries. 15. Processing of applications of Indian students of over 65 years of age as on date of application for issue of No Obligation of Return to India (NORI) Certificate/ Waiver Certificate under J-1 visa regulations of USA. 16. Processing of applications from Indian organizations/ NGOs working in the health sector, requesting recommendations for exemption of import duty on free supplies/ gifts from foreign donor organizations/ agencies. 17. Matters pertaining to Health Ministry's Screening Committee and other collaborations for research with international organizations/ agencies received from Indian Council of Medical Research (ICMR), D/o Health Research. 18. Processing of proposals relating to official foreign visits of Health Minister/ Senior Officers of the MoHFW to attend/ Participate International Conferences/ Seminars/Workshops/ Meetings, etc., in connection with health sector programme **(other than WHO programmes),** including obtaining of political clearance from MEA, FCRA clearance from MHA, Screening Committee of Secretaries (SCoS) clearance, IFD approval, and PMO clearance, etc. 19. Issue of approval/ technical clearance on official visits of Health Ministers/ Senior Officers of State Governments/ UT Administrations to attend International Conferences/ Seminars/ Workshops/ Meetings, etc. 20. Processing of proposals received from other countries/ forwarded by the M/o External Affairs related with arranging visit of VIPs/delegations of other countries to India for meetings/ visits to Indian hospitals/ medical institutions, State Government departments, etc. 21. Processing of applications for issue of permission to Central Health Services (CHS) cadre doctors/ officers/ technical officers & scientists working in Dr. RML Hospital, Safdarjung Hospital, LHMC, other Central Government medical conference/ seminar/ workshop/ meeting, etc. in other countries where no expenditure devolves on the part of the GoI, including obtaining of political clearance from MEA, vigilance clearance & FCRA clearance (where applicable). 22. Processing of applications received from Central Health Services (CHS) cadre officers (including technical officers and scientists under the Dte. GHS) for grant of financial assistance with upper limit of Rs. 1,00,000/- (On Lakh) on reimbursement basis under CHS Grant-in- Aid Scheme for attending conference/ seminar/ workshop/ meeting, etc. in other countries, including issue of permission 23. Processing and settlement of reimbursement claims/ bills of CHS cadre officers, under CHS Grant-in-Aid Scheme. 24. Forwarding of applications of CHS cadre doctors/ nursing staff working in Central Government/ State Government hospitals/ medical instructions, and other officer working under the M/o H& FW to M/o External Affairs for Haj Duty in Saudi Arabia on temporary deputation basis and other issues related to Haj Pilgrimage. 25. Matters related to Parliament Questions/ Parliament Assurances. 26. Budget proposals – preparation of BE and RE in respect of IC/IH Sections. 27. All Fellowship programmes for training abroad **(other than WHO fellowships)** in respect of Medical professionals. 28. Issue of No Objection Certificate (NOC) to foreigners for visiting India under various health programmes through the Indian Council of Medical Research (ICMR). 29. Technical approval of foreigners to visit hospitals/ health institutions within India.

#	Items of Work	Responsibilities
		International Health I. Matters relating to Word Health Organization (WHO) – IH Division is nodal division for all WHO matters which include – 1) WHO's Nodal functions □ World Health Assembly, □ Executive Board Meeting, □ Consultative Committee for Programme Development and Management (CCPDM), □ Regional Committee Meeting, □ Health Ministers Meeting, □ Health Secretaries Meeting □ Membership of India in various WHO Committees 2) GOI/WHO Biennium work plan 3) GOI's contribution (Regular and Voluntary) to World Health Organization. 4) World Health Organization funding under country budget/extra budgetary sources. 5) Implementation and organizing the various activities with WHO assistance. 6) Matters relating to financial assistance from World Health Organization to various activities Planned / unplanned. 7) Appointment of contractual staff under World Health Organization funding. 8) World Health Organization Research Training Grant 9) Nominations of Technical Experts / Senior Officers to attend various World Health Organization meetings /seminars/training programmes/ expert bodies/working groups. 10) World Health Organization Fellowships □ Training of Indian health personnel abroad, □ Training of Indian health personnel within country, □ Foreigners' placement under World Health Organization Fellowship programme II. International Health Regulations III. International /National Sanitary Regulations IV. Matters relating to Port/Airport Health Organizations including Port/Airport Quarantine. V. UN and its other specialized agencies other than World Bank VI. Bilateral assistance (except the World Bank) □ Through Japan International Co-operation Agency (JICA), □ Training programmes for health professionals under JICA
4	G – 20 matters	

5.13. Joint Secretary - 9

#	Items of Work	Reporting Officer
1.	Coordination	AS
2.	Grants	SS
3.	Welfare& PG	
4.	Euthanasia	
5.	RTI	
6.	*Swachhata	

Few sectional responsibilities of Joint Secretary 9 are earmarked as follows:

#	Items of Work	Work responsibilities
1.	Coordination	1. Annual Report of Department of Health & Family Welfare. 2. Monthly D.O. letter to Cabinet Secretary and related activities. 3. Inputs for President's Address to both the Houses of Parliament during beginning of the first Session after each general election and at the beginning of the first session of each year. 4. Material for Issues likely to be raised in Parliament before the commencement of each Session. 5. Comments on Cabinet Notes received from other Ministries wherein comments are required to be collected from different Divisions of this Department. 6. Coordination with Ministry of Defence for issuance of passes to Officers of this Department for Independence Day and Republic Day ceremonies. 7. Reference received from other Ministries including State Governments for comments wherein coordination is required (except policy matters). 8. Various information sought by offices of HFM/MoS requiring coordination with different divisions of this Ministry. 9. Circulation of paper relating to daily report on urgent basis to PMO during foreign visit of Hon'ble Prime Minister. 10. Circulation of papers relating to General Circular/Training Circular/Vacancy Circular. 11. Matters wherein coordination is required in the Ministry which are not specifically allotted to any other Section (except policy matters). 12. Parliament Questions requiring coordination. 13. Information sought on Parliament Questions of other Ministries, wherein coordination is required. 14. GST related issues with respect to D/o HFW vide Coordination Section's
2.	Grants	1. Rashtriya Arogya Nidhi(RAN) 2. Revolving Fund under RAN 3. Health Minister's Cancer Patient Fund(HMCPF) under RAN 4. State Illness Assistance Fund(SIAF) 5. Health Minister's Discretionary Grant(HMDG) 6. Auditing of Accounts by Office of the Director General of Audit(Central Expenditure), Filing of Income Tax Return, Maintenance of Accounts of RAN Scheme 7. Rare Disease
3.	Welfare& PG	**Welfare and Public Grievance (W&PG)** SC/ST/PWD Cell 1. To assist the liaison officer in the Ministry in matters relating to representations received from SCs/STs/OBCs/EWSs & PwDs under this Ministry. 2. To inspect the reservation rosters maintained by various institutions/ organisations under this Ministry. 3. To circulate various instructions/orders received from DOP&T and MoSJ&E to the peripheral units of the Ministry for their guidance and compliance. 4. All matters relating to 'Persons with Disabilities (PwD)

#	Items of Work	Work responsibilities
		5. To deal with complaints/representation received from various associations and individuals regarding non-observance of reservation policy etc. 6. To deal with compilation of information received from all the administrative sections in the ministry its attached and subordinate offices, autonomous/statutory bodies and PSUs regarding representation of SCs/STs/OBC/EWS and Physically handicapped etc. <u>JCM Cell</u> 1. Constitutions of Departmental Council. 2. Recognition of service Associations under CCS (RSA) Rules, 93. 3. Nomination of Staff representative submitted by recognised Service Associations. 4. Holding of the meetings of Departmental Council. 5. Correspondence with the staff side members from the recognised associations. 6. Finalization of agenda for the meeting of the Departmental Council. 7. Coordination of PM's 15-point Programme for Welfare of Minorities. <u>WELFARE Cell</u> 1. Administration of Staff Benevolent Fund 2. Farewell party for the retiring employees of this ministry. 3. Updating of Citizen Charter of the Ministry. 4. Sports activities of the Ministry and release of Grants-in-Aid to the Sports Club of Ministry. 5. Matters relating to functioning of Departmental Canteen. 6. Matters relating to observance of various days during the year as per instructions of DoPT. <u>PUBLIC GRIEVANCE Cell</u> 1. Dealing with various Public Grievance cases and to implement the various guidelines issued from time to time by the Department of Administrative Reforms and Public Grievances. Joint Secretary in the Department of Health has been designated as Nodal officer for Public Grievances relating to the department. Director/DS in the Ministry are working as Public/Staff Grievance Officer. Separate Grievance Cell is in operation in the Ministry of AYUSH, Department of Health Research and Dte.GHS. A separate Public Officer is also functioning in each Government Hospital/ Organization to deal with Public Grievances cases. 2. In pursuance of direction of Cabinet Secretariat, steps have already been initiated for introduction of online redressed of public grievance through Department of Administrative Reforms and Public Grievance relating to CGHS and Pensions through a software package viz. "Public Grievance Redress and Monitoring Information system (CPGRAMS)" developed by NIC. Information and Facilitation Centre. 3. To Strengthen the public redressal mechanism in the Ministry of Health and Family Welfare, W&PG Section also works as Information & facilitation Centre situated adjacent to Gate No. 5, Nirman Bhavan to provide general information about the Ministry to the general public.
4.	Euthanasia	
5.	RTI	1. Sending papers relating to court cases including CAT and NHRC to the Division concerned in the Ministry. 2. Weekly/ Monthly progress report of the Court Cases in the prescribed proforma is collected by CDN-II (Legal Cell) for monitoring and submission to the senior officers for appropriate directions. 3. Co-ordinating papers/references received from Ministry of Law & Justice. 4. Matters relating to Right to Information Act, 2005: a. All the references relating to RTI Act in respect of the Ministry, which are received through R&I Section as well as RTI online portal in the RTI Cell and forwarded to the concerned CPIOs of this Ministry and other Public Authorities. b. Quarterly/ Annual Reports in respect of the references received by CPIOs directly or in RTI Cell under the RTI Act Prepared and sent to CIC.

#	Items of Work	Work responsibilities
		c. RTI Cell is functioning as Nodal Section for providing clarifications in relation to matters concerned RTI Act.
6.	*Swachhata	

5.14. Joint Secretary - 10

#	Allocation	Reporting Officer
1.	Directorate of GHS	DGHS

5.15. Joint Secretary - 11

#	Allocation	Reporting Officer
1.	Directorate of GHS	DGHS

5.16. Economic Adviser - 1

#	Items of Work	Reporting Officer
1	NHM-Finance	AS
2	Jansankhya Sthirta Kosh (JSK)	
3	National Health Accounts	
4	Bureau of Planning (BoP)	

Few sectional responsibilities for Economic Adviser -1 are as follows:

#	Items of Work	Responsibilities
1	NHM-Finance	**NHM-Finance** (a) Section Officer (NHRM-Finance) - Examining release proposals for all programmes and pools under NRHM in r/o all States/UTs. - Vetting of sanction orders. - Coordination with States/UTs and maintain delay status in transferring of funds from State Treasury to SHS a/c. - Coordinating various meetings and workshops organized by the FMG. - Making arrangements for various types of audits and their follow up. - Providing financial data for official use and maintaining official records. - Engagement of FMG Staff, supervision and guidance of NHM-F's staff. - Overall supervision of Budget Control Register- Object Head Wise fund allocation from the Detailed Demand for Grant (DDG) for the FY 2015-16 for the various heads. (b) Sr. Accounts officer (NRHM-Finance) - Examination of Utilization Certificate received from the States/UTs. - Settlement of Utilization Certificates with the PAO, MoHFW. - Reconciliation of the releases and expenditure figures of the Programme Divisions. - Reconciliation of the release with PAO (c) Assistant - To assist in drafting of release proposals to States/ UTs under various programme in r/o all States/UTs. - To assist in vetting of sanction orders. - To assist in coordination of various seminars/workshop etc. - Recording of Object Head Wise fund allocation from the Detailed Demand for Grants (DDG) for the FY 2015-16 for the various heads.
2	Jansankhya Sthirta Kosh (JSK)	Jansankhya Sthirta Kosh (JSK)
3	National Health Accounts	National Health Accounts
4	Bureau of Planning (BoP)	1. National Health Policy related work 2. National Health Accounts 3. Matter relating to Central Council of Health & Family Welfare 4. Finance Commission related matters 5. Output-Outcome Framework 6. Economic Survey 7. Coordination work relating to Implementation of Budget Announcements 8. Coordination of E-samiksha 9. Coordination of PRAGATI 10. Gender Budget and coordination with various divisions on gender issues. 11. Other economic issues relating to the Department.

5.17. Adviser (cost) - 1

#	Items of work	Reporting Officer
1	All Procurement Matters except Procurement of Medical Oxygen	AS
2	Medical Store Organization(MSO)	
3	CMSS	
4	Clinical Establishment(Registration and Regulation)Act2010andits implementation	
5	Transplantation of Human Organs Act (1994) and its implementation	
6	Health Public Enterprises, Administrative matters of HLL Lifecare Ltd.(HLL)	Secretary, HFW

Additional Charge:

#	Items of Work	Reporting Officer
1	Drugs & Cosmetics Act	SS
2	Drugs & Food Quality Control 1. Strengthening of State Drug Regulatory Authority 2. Strengthening of State Food Regulatory system	
3	Central Drugs Standard Control Organisation(CDSCO)	
4	India Pharmacopeia Commission(IPC)	
5	Food Safety & Standards Act 2006 and, Food Safety and Standards Authority of India(FSSAI)	
6	National Institute of Biologicals(NIB)	
7	Matters relating to Intellectual Property Rights(IPR)	
8	Establishment, General Administration and Protocol/R&I/Records	AS

Few sectional responsibilities for Adviser Cost- 1 are earmarked below:

#	Items of Work	Responsibilities
1	Drugs & Cosmetics Act	1. Administration of Drugs & Cosmetics Act, 1940 and Drugs & Cosmetics Rules, 1945; amendments therein; 2. Matters relating to Drugs & Magic Remedies (Objectionable Advertisement) Act, 1954 & Drugs & Magic Remedies (Objectionable Advertisement) Rules, 1955 & its amendments 3. Statutory matters, appointments & constitutions of various Committees under above Acts, & Rules, 4. Banning of drugs; 5. Laying of Notification under the above Acts and Rules in Parliament; 6. All establishment matters in respect of the Central Drugs Standard Control Organization (CDSCO) and Central Drugs Testing Laboratories, CDSCO, Zonal/ Sub-Zonal/ port offices, Pharma Zones at Airports and Seaports. 7. Matters related to Intellectual Property Rights (IPR) and their applicability to licensing of manufacturing of drugs in India 8. Matters related to International Trade & Health Programmes pertaining to drugs quality control. 9. FIPB proposals for FDI in Pharma sector 10. MoUs with foreign countries and organizations in matters relating to quality control of drugs 11. Strengthening of State Drug Regulatory System 12. National List of Essential Medicines 13. Task Force on Drug Tracking and Tracing 14. Survey on spurious and sub-standard drugs
2	Drugs & Food Quality Control 1. Strengthening of State Drug Regulatory Authority 2. Strengthening of State Food Regulatory system	
3	Central Drugs Standard Control Organisation(CDSCO)	

#	Items of Work	Responsibilities
		15. Clinical Trials in India 16. Matters relating to Consultative Expert Working Group (CEWG) of WHO 17. Matters relating to Steering Committee on Spurious/Sub-standard/Falsified/ Falsely Labelled/ counterfeit (SSFFC) Medical products of WHO 18. All matters relating to the National Institute of Biological (NIB) including its administration, establishment, budgetary and financial matters, Grant-in-Aid, etc. 19. All matters relating to the Indian Pharmacopoeia Commission (IPC) including its administration, establishment, budgetary and financial matters, Grant-in-Aid, Court matters, etc. Issues relating to erstwhile Central Indian Pharmacopoeia Laboratory (CIPL) and its surplus employees. Issues relating to Indian Pharmacopoeia Laboratory (CIPL) and its surplus employees. Issues relating to Indian Pharmacopoeia (IP), Reference Substances, National Formulary of India (NFI), Pharmacovigilance Programme of India. 20. Work relating to "Customs Duty Exemption" (the work has been transferred from IC Section to Drugs regulation Division 21. Parliament Questions and Assurances pertaining to above. 22. RTI applications pertaining to above.
4	India Pharmacopeia Commission (IPC)	
5	Food Safety & Standards Act 2006 and, Food Safety and Standards Authority of India(FSSAI)	Food Regulations (FR) Section deals with administration of the Food Safety & Standards Act and the Food Safety & Standards Authority of India (FSSAI) established under section 4 of FSS Act 2006 for laying down science-based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import to ensure availability of safe and wholesome food for Human consumption and for matters connected therewith or incidental thereto. The works of the Section include:- 1. Administration of the Food Safety and Standards Act and amendments thereto. 2. Notification of the Food Safety and Standards Rules. 3. Granting approval of the Central Government to FSSAI for issuing notifications on Food safety and Standards Regulations, amendments thereto. 4. Appointment of the Chairperson of the Food Authority 5. Appointment of the part time members of the Food Authority 6. Appointment of ex-officio Members of the Food Authority 7. Release of funds to the Food Authority under Plan Scheme 8. Administration of the FRSL, Ghaziabad 9. Parliament matters including Parliament Questions on food safety and the Food Authority 10. Dealing with VIP references, letters, representations etc., relating to the food safety/standards and Food Authority.
6	National Institute of Biologicals (NIB)	
7	Matters relating to Intellectual Property Rights(IPR)	
8	Establishment, General Administration and Protocol/R&I/Records	<u>Establishment 1</u> 1. Matters pertaining to staffing, creation of posts in the Secretariat establishment of the Ministry. 2. All matters pertaining to the officers posted under Central Staffing Scheme. 3. Establishment matters pertaining to Group A and Group B Gazetted Officers belonging of CSS and CSSS in the Ministry of Health & Family Welfare including Dte.GHS. 4. Appointment of formal staff in Minister's Office and their personnel matters. 5. All Administrative matters including Maintenance of Service Book & Leave Accounts, Conduct Rules & Property returns (Lokpal and Lokayuktas),

#	Items of Work	Responsibilities
		Advances refundable/non-refundable from GPF, Issues of CGHS cards relating to categories of services mentioned above. 6. Issue of permission for Treatment/investigations from Private Hospital Diagnostic centres and processing of medical reimbursement claims in respect of employees of this Ministry. 7. Processing of honorarium cases of officer/staff of this Ministry. 8. Sending of nominations for various training programmes conducted by DoPT/ISTM & other Govt. Department etc. 9. Awards and titles. 10. SPARROW (Online Performance Appraisal Reports of IAS and Group A officers of CSS & CSSS) 11. APAR/ACR work relating to remaining Group A & B officers. 12. Updating information in AVMS 13. CSCMS- Furnishing of personal information/cadre clearance/ obtaining vigilance clearance/ uploading of APARs. 14. Processing of pension papers in respect of all categories of employees. <u>Establishment 2</u> Following matters pertaining to (i) CSS (ASO Grade) (ii) CSSS (Stenographer Grade C&D) (iii) CSCS (SSA & JSA Grades) 1. All Establishment and administrative matters. 2. Cadre matters 3. Maintenance of Service Books, Leave Account and ACR. 4. Conduct Rules and Property Returns 5. Advances (including GPF withdrawals), LTC/HBA/Festival/MCA/Computer Advance. 6. Issue of CGHS Cards and related matters/Medical Reimbursement. 7. Court Cases/Vigilance clearances. 8. Forwarding of applications for deputation. 9. Deployment of staff on holidays. 10. Work relating to deployment of Polling Parties for Election Duties. 11. Case related to un-authorized absence from duty. 12. Engagement of Consultants 13. Coordination among Estt. Sections in RTI, Miscellaneous report/return etc. <u>Establishment 3</u> 1. All matters pertaining to the officers belonging to cadre posts of CHS, ISS, OL Services, IES and other organized Central Services, isolated posts of DoHFW and administrative matters of regional offices of Dte.GHS, NML. 2. Routine establishment and administrative matters viz. pay fixation, maintenance of service books, leave accounts, APARs, Conduct Rules and Property returns, grant of advances, RTI, Court Cases, CGHS related matters etc. in r/o all technical posts, ex-Cadre posts and various cadre posts like ISS, ICO&AS, CHS, IIS, IES and SSS etc. 3. Framing and amendment of Recruitment Rules of isolated and ex-Cadre Group A, B & C posts of this Department including Directorate General of Health Services. 4. Appointment/ Recruitment of isolated and ex-Cadre Group A,B & C posts of this Department and Group 'A' posts of Directorate General of Health Services. 5. Cadre matters of technical and ex-Cadre posts of CDB, IWSU, MMU, Director (CGHS), Addl. DG (HQ), ADG (Nursing), Nursing Advisor, DADG/DNA etc. & other ex-Cadre technical Group A, B & C posts. 6. Matters pertaining to RD Cell, RoHFWs, NML, MMU etc. 7. Matters pertaining to 7th Central Pay Commission. 8. Other miscellaneous work like; channel of submission, discontinuation of interviews at junior level posts and furnishing consolidated reports in r/o recruitment rules of

#	Items of Work	Responsibilities
		this Department etc. <u>Establishment 4</u> 1. Establishment matters of MTS, Staff Car Drivers, Senior Gestetner Operator, Dispatch Rider, Junior Clerk of Health Canteen and other canteen staff of Health & Family Welfare. 2. Procurement of HR Services. 3. Reimbursement of Newspaper bills submitted by eligible Officers. 4. Issue/Renewal of MHA Photo Pass, Temporary Passes, Issue of Pensioner cards to the officers/officials retired from Department of Health & Family Welfare. 5. Forwarding of application for GPRA through eAwas portal. 6. Purchase of Reference books for official use. 7. Binding work assistance to the offices of Department of Health & Family Welfare. <u>General I section</u> 1. Office Accommodation/premises and upkeep/maintenance thereof including modernization of offices, furniture & furnishing; All matters pertaining to Staff car, air-conditioning, electrical items/ appliances, provisioning of drinking water, cleaning and sundry items. 2. Procurement, issue, Distribution, Repair and Maintenance of i. Furniture, ii. Office equipment including electrical and mechanical appliances and other miscellaneous stores, iii. General sanitation items, iv. Photo copy paper, v. General items (Crockery, Tissue papers, Napkin, towels etc., 3. Telephones- Official and Residential, RAX, DOD-etc. matters 4. Staff Car/ Hiring private vehicles; 5. Unserviceable /surplus articles- condemnation and disposal; 6. Housekeeping; 7. Dry cleaning of sofas, chairs, blind, curtains/towels etc.; 8. Photocopying and set making; 9. Supply of water; 10. RTI issues; 11. Flowers arrangement; 12. Contracts for supplies. General 2 section for Matters relating to : 1. All matters relating to procurement [including procurement through Govt. e-marketing (GeM) portal], commissioning and maintenance related to IT, communication and electronic appliances including telephone, internet. 2. Nodal Section for implementation of e-Gov. initiatives (e-office) in DoHFW secretariat. 3. All kinds of Stationery including printed stationery, paper. 4. Printing (Annual Report, DO letter Heads etc.) **<u>Protocols</u>** 1. Arrangement for conference of CCH & FW/Health Secretaries and Health Ministers meeting at regular interval 2. Arrangements for the Meetings/Conferences/Workshops etc. in and outside Nirman Bhawan 3. Maintenance of Committee Room No.249-A,149-A and 406-A and its bookings for meetings 4. Arranging official receptions/lunches/dinners at various hotels hosted by Ministers/Senior Officers 5. To make arrangements for serving working lunches/refreshments etc for the day-to-day meetings to be held in the Committee Room 6. Operation of Hospitality funds of both the departments of Health & Family Welfare, issue of sanctions of all bills of Canteens/Parliament House/Hotels and airlines etc.

#	Items of Work	Responsibilities
		7. To settle the bills in connection with serving of refreshments served in the official meeting taken by Ministers/Secretaries and other senior officers 8. Issue of exchange vouchers for air tickets for officials below the rank of Joint Secretaries 9. To maintain the hospitality grant of Ministry of Health & FW 10. To make itinerary of Ministers/Secretaries/Joint Secretaries as and when they go on official visit abroad 11. To obtain Visa notes from Ministry of External Affairs and to get Visa endorsed in the passports from different Embassies/High Commissions 12. Arrangements in connection with the reception/departure of Indian delegations abroad including booking of Ceremonial Lounge/VIP Lounge and also to arrange security passes for IGI Airport from BCAS 13. Procurement of Diplomatic Passports/Official Passports/International air tickets & Foreign Exchange etc. 14. Arrangements for Hotel accommodation/transport/security etc. for the visiting dignitaries/delegations etc. 15. Arrangements of gifts to be presented to the foreign dignitaries/delegations & for Indian delegates going abroad 16. Timely settlement of all the claims of ITDC Hotels, Air Travel Bills etc. 17. To make arrangements at the airport for Immigration/ Custom/Security clearance for Ministers/Secretaries/Additional Secretaries and visiting dignitaries during their arrival and departure at IGI Airport.

Annexure 3: Training Interventions support by other private institutions.

1. Training of elected health functionaries at sub-district level

PATH's intervention design shall encourage three types of learning styles - visual, auditory and kinaesthetic - to ensure that knowledge and skills of people with different learning abilities are effectively strengthened. Our approach will involve pedagogic, cascade style of transfer of learning, along with one-on-one learning interface between learner and mentor as well as self-learning methods. To get a better understanding about the needs on the field, PATH will work closely with local self-government institutions, like Zila Parishads and Panchayati Raj Institutions to assess the awareness levels of government schemes, policies and identify key gaps. We will form a knowledge network by collaborating with academic institutions in the target geography who could provide support (Master's students from Rural Development and Social Work) in conducting training. PATH can support in developing the necessary health training modules and providing on-site learning. Depending upon the need, PATH can also develop audio visual content that those trainees could use to get an understanding of various health schemes and health systems functioning.

#	Scope	Suggested Details
1.	Target Group	Elected health functionaries at sub-district level. Field level staff including CHOs, and ANMs.
2.	Training Duration	The training needs assessment, development of training modules and conducting of training is estimated to take about 6 months.
3.	Orientation and training modules/topics	• Overview of healthcare systems, governance, and their functioning • State specific health programs and schemes • Knowledge sessions on newly introduced health programs and policies • Empowering health functionaries to do systemic gap assessment, adopting systems approach to health
4.	Training providers	Academic institutions/ local partners
5.	Medium of training	English, Hindi and Marathi (depending upon the target audience)
6.	Mode of training	Training will be conducted in a hybrid mode. • Depending on the target group identified, training will be conducted via classroom sessions, and on-site/practical training at hospitals/ health facility will be done basis the deployment of the staff at field. • In addition to classroom and practical learning (which will be pedagogic in nature), mentoring (One-on-one, or one-to-few) and self-learning (e-learning – audio visual content) will be explored. PATH will also orient the staff on Government of India's learning platform called iGOT, that has content on self-learning on a variety of topics. • Certifications for training session could be provided by the knowledge and implementation partners.

7.	Implementation partner	PATH along with another implementation partner.

2. Capacity Building in 4 areas in health sector (as per 15th Finance Commission recommendations), Telemedicine and other aspects of health

Transform Rural India Foundation (TRIF) organises training for the following:

1. Building facility/facility improvement
2. Block Public Health Management Unit
3. Diagnostics
4. Health & Awareness Centres

TRIF also can organise workshops on 'Telemedicine' for Community Health Officers (CHOs) and Medical Officers (MOs).

TRIF also organises training for Panchayati Raj Institutes (PRIs) and ASHA workers on various aspects of health.

3. AI-Readiness Workshop for Health Officials

Wadhwani AI can organise a 5-session workshop on AI-Readiness in the field of health as part of an exposure to emerging technologies at MoHFW.

Session 1: AI Core Concepts
Breaking down the fundamentals of artificial intelligence, machine learning, data, and models. The session also covers the introduction to the machine learning pipeline and the role of an AI engineer in building the solution.

Session 2: Applications of AI
A view of AI solutions developed by Wadhwani AI across domains such as tuberculosis, agriculture, and maternal & child health.

Session 3: Data Readiness for AI
What constitutes good data for AI solutions? This session looks at the types of data used for building AI solutions, the importance of streamlining the data collection process, and a checklist for data sharing with external stakeholders.

Session 4: Measuring and Evaluation of AI
The role of measurement and evaluation as part of the AI solution development; begins with defining the problem and scope of an AI solution. This session also looks at how to assess the efficacy and effectiveness of AI solutions.

Session 5: AI Deep Dive
A ground-level view of what goes into creating AI models; data pre-processing, splits, annotation, meta-data, and feature engineering. This session also provides an understanding of the various stages beyond the creation of the model, from calibration to evaluation, pre-and-post deployment.

Session 6: Responsible AI
The ethics and responsibility while operating with Artificial Intelligence, stakeholder engagement, algorithm fairness, data collection, and evaluation.

4. Training offered by TRIF

As a part of the need-based training, TRIF has offered following courses to be carried out across the country. CBU may dovetail these during the implementation exercise.

#	Course name & specifications	Target officers	No. of officer	Proficiency level Basic (B) or Advanced (A)…	Online / Offline / Hybrid	Duration (no. of hrs./ days	Training providers and remarks	Proposed training quarter (Q)
1.	Role of Sahiya (ASHA Workers) in community mobilization for NCD screening	Sahiya (ASHA Workers)	7000	B	Online	4 hours	Professionals in community health and mobilization and State Resource Persons for ASHA training	Q2
2.	Tele-consultation by eSanjeevani portal : Methodology and use of the portal	Doctors and Qualified Nurses	3000	B	Online	4 hours	Professionals	Q2
3.	Community Compact (Role of PRIs-SHG-FLWs) for improving Health outcomes	PRI members, Cluster Level Federation (CLF) leaders and health officials	400	B	Offline	5 Hours	Experts in community health	Q2
4.	Preparation of Village Health Plan and integration with Gram Panchayat Development Plan	Elected representatives of Panchayati Raj Institutions	600	B	Offline/ Online	6 hrs	Professionals with experience in community health	Q3
5.	Strengthening Local Governance for Public Health	Elected representatives of Panchayati Raj Institutions (Zilla and Block Panchayat)	500		Offline	4 hrs	Professionals with experience in community health	Q 3
6	Design thinking for Public Health Leadership	District Level Officials	50		Offline	10 hrs/ 2 Days	Bharat Design Lab : A joint initiative of TRI and D-BLAB at Harvard	Q3

Annexure 4: Analysis of Division-wise training needs requested

1. Summary of training needs requested across Divisions

1.1. Domain training sought

The most common Domain competencies across division that were requested by respondents are provided below. Alongside is a list of training partners that can conduct these training and source to compile the material, as identified by the divisions:

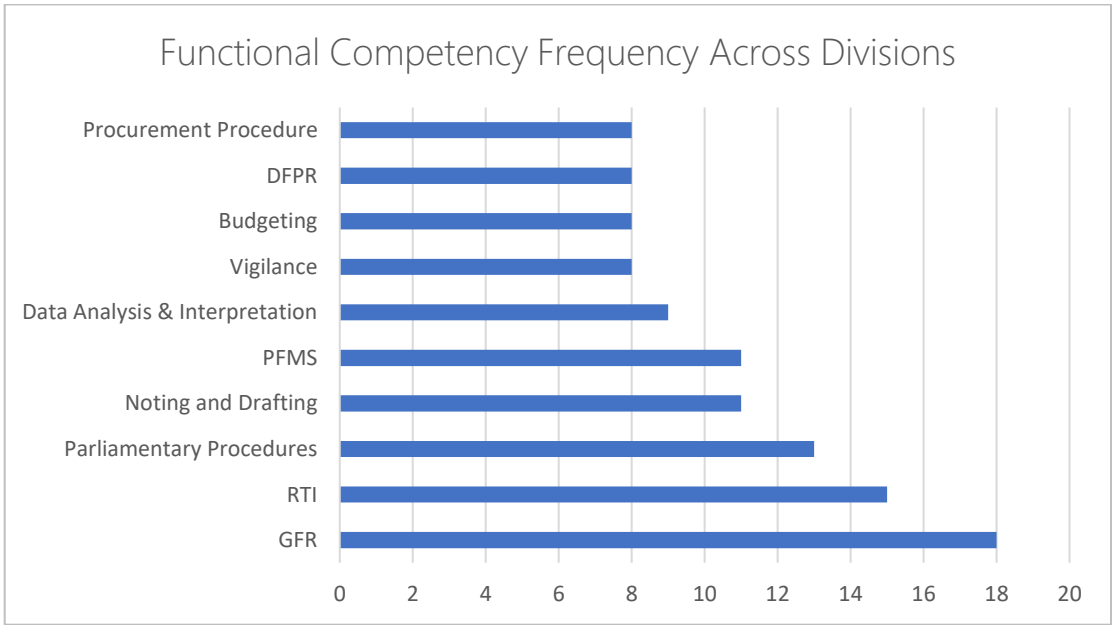
#	Domain Areas	Training Partner(s)
1	Global best practices in H & FW	NIHFW, NHSRC, WHO IIM-C, ISB-Hyderabad
2	Global best practices in Health IT	IIM-A/B, WB, WHO, MoHFW -IT Division. – AS (Luv), PwC/KPMG/Deloitte/BCG
3	CSS architecture of NHM, PM ABHIM	NIHFW, NHSRC can be an iGOT course
4	Scheme related training (PMJAY, NHM etc)	NIHFW (Content from NHA -National Health Agency)
5	NHM Dashboard	NHRSC
6	Medical Education Rules & Legislations (NMC Act, INC, Act, PCI Act etc.)	NIHFW (content from Medical Edu division. plus, content INC, NMC, PCI, DCI)
7	Regulations (FSSAI, regulatory bodies etc.)	INC, NMC, DCI, PCI, NCAHP, FSSAI and other affiliated regulators
8	Orgs (Central Drugs Standard Control Organisation (CDSCO), National Institute of Biologicals (NIB), Indian Pharmacopoeia Commission (IPC))	Induction/Orientation
9	National List of Essential Medicines	CDSCO
10	Large Scale Survey Design, Roll-out, Analysis, Evaluation, Official Statistical System	DMEO, ISI – Delhi/Kolkata
11	Company Act & Corporate Governance (reg. PSU (HPE section) – reading balance sheet & accounting, bonus share, dividends, board agenda, disinvestment)	Indian Corporate Law Services Academy, NIFM, NIPFP

1.2. Functional training sought

The most common Functional Competencies division that were requested by respondents are provided below. Alongside is a list of training partners that can conduct these training and source to compile the material:

#	Functional Areas	Training Partner(s)
1	GFR, DFPR, FR/SR	ISTM
2	Parliamentary Matters	ISTM
3	Legal matters/court cases (including legal drafting)	ISTM
4	Vigilance Matters, Disciplinary Proceedings	ISTM
5	e-Office, Ehrms	ISTM
6	Noting & drafting	ISTM
7	Basic IT, Data Analysis & Interpretation	ISTM
8	Portal – PFMS, GeM, eSamiksha, CPGRAMS	ISTM
9	Accounting & Budgeting	ISTM
10	RE/BE, SFC/EFC proposals	ISTM
11	CPPP and creation of BoQs	ISTM
12	Technical analysis of bids for goods and services	ISTM
13	e-Governance & ICT	ISTM
14	Grievance Redressal	ISTM

The chart below showcases top 10 competencies sought by respondents across divisions. Maximum respondents sought to refresh GFR related knowledge followed by updating skills on Right to information (RTI) matters, parliamentary procedures, noting and drafting and public financial management system (PFMS).



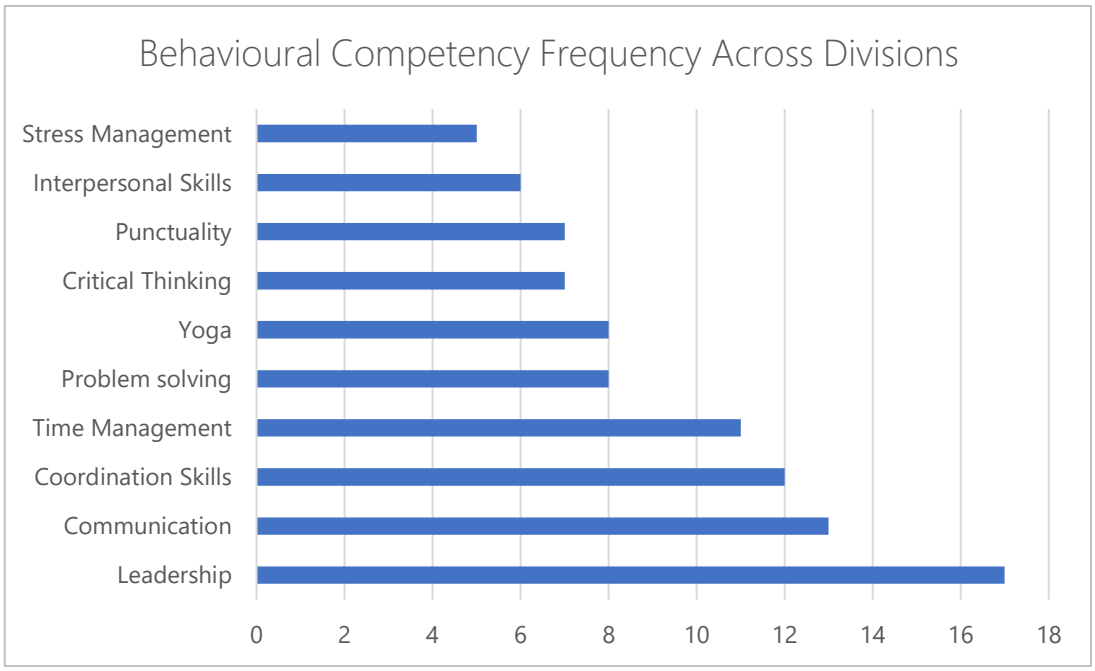
Source: Training needs survey, MoHFW

1.3. Behavioural training sought

The most common Behavioural Competencies division that were requested by respondents are provided below. Alongside is a list of training partners that can conduct these training and source to compile the material:

#	Behavioural Areas	Training Partner(s)
1	Time Management, Meeting Management	ISTM, IIPA, IIMs, ISB and other leading private institutions
2	Stress Management, Yoga	Art of Living, Isha foundation, others approved by DoPT or internal trainers directly sourced by MoHFW
3	Oral & Written Communication Skills	ISTM, IIPA, IIMs, ISB and IIMC,
4	Presentation Skills	Microsoft/IIMs/Leading private sector schools
5	Leadership & Team Building	IIMs/Leading private sector schools
6	Effective resource utilisation	IIMs/Leading private sector schools
7	Ethic and Values	IIMs/Leading private sector schools
8	Motivation & Morale building	IIMs/Leading private sector schools
9	Critical Thinking & Problem Solving	IIMs/Leading private sector schools
10	Conflict Resolution	IIMs/Leading private sector schools

The chart below showcases top 10 competencies sought by respondents across divisions. Maximum respondents sought to train on leadership aspects including communication and coordination skills. Well-being aspects covering stress management, conflict management, health management, times management combined was another well sought topic.



Source: Training needs survey, MoHFW

2. Division-wise training needs requested

This section deals with the respondents' data analysis across divisions. Data was provided vide filling up the structured questionnaire circulated within the Ministry across 24 divisions. Few sections provided only overall needs and has been accordingly captured in the analysis below. Source for all the analysis covered ahead is the training needs analysis exercise conducted in the Ministry. Given ahead are an enlistment of needs across the three competencies in various divisions to provide training needs and roles and responsibilities. Based on the same the training plan is to be culled out for year 1 and future years. Section or cells empty maybe read as no training quoted as required in the year 1. A reiteration of the exercise may be required owning to changes in work allocation, transfers, policy changes, eco system changes etc. The same may be taken up by the Capacity Building Unit (CBU), proposed under the administration department. It is to be further noted that CBU in tandem with the training providers, who will take ownership of preparation of training calendar based on priority of the divisions, conduct of training, content development and undertaking required changes to the training needs, ongoing or futuristic.

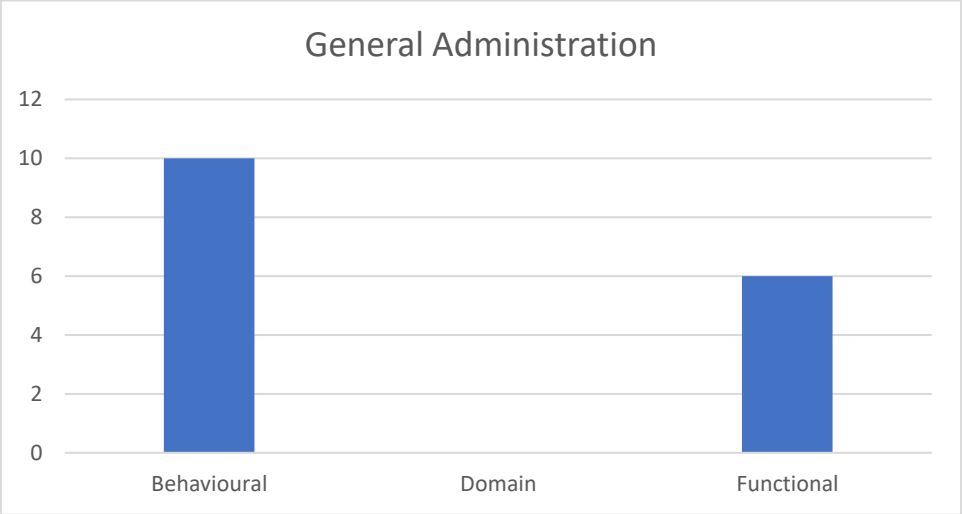
The Legend to read the data set as applicable to proficiency levels is as follows:

A: Advanced course
B: Basic course
C: Induction course material, captured through the 'Know your Ministry' module

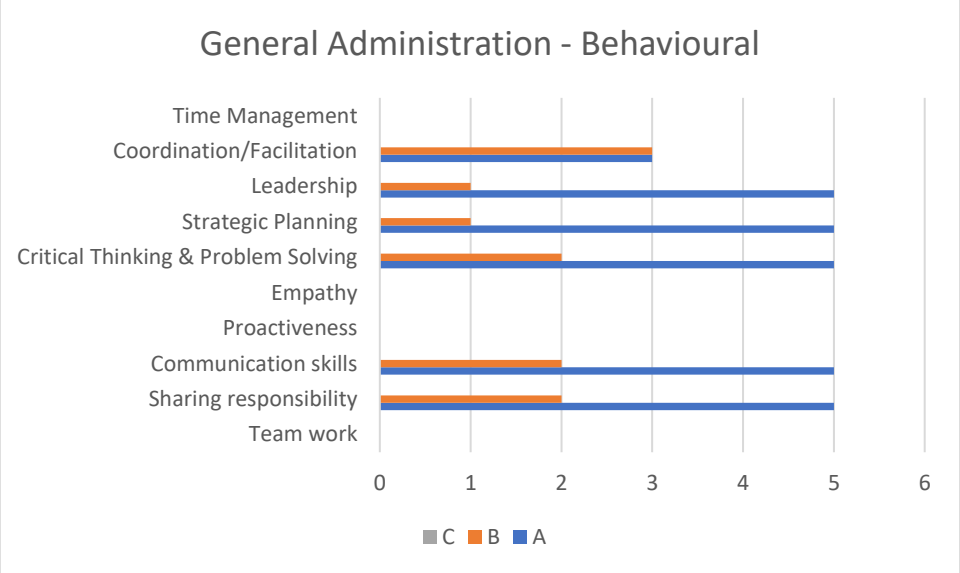
2.1. General Administration

Overview of the competencies requested by the division

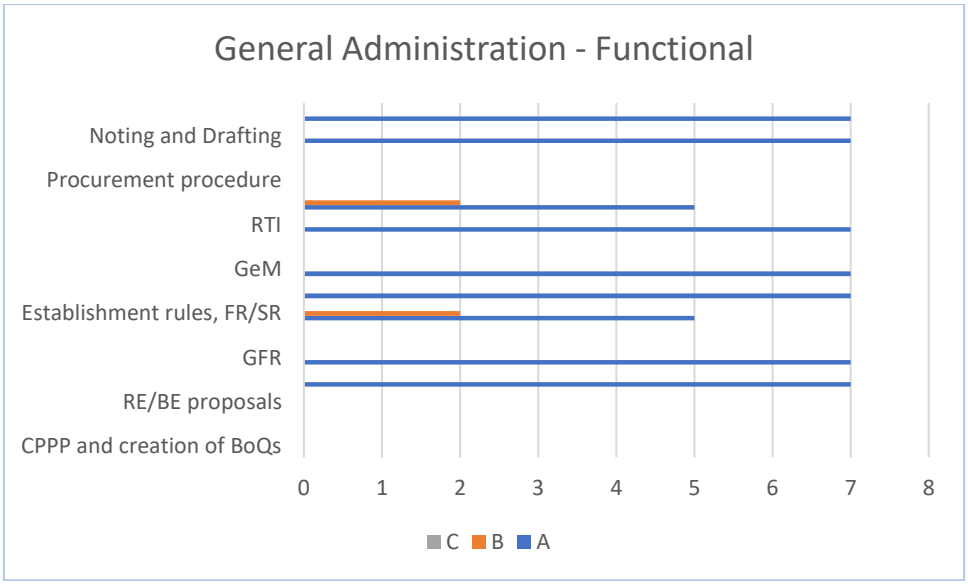
Behavioural	10
Domain	0
Functional	6



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

Behavioural Competencies	Jt. Secretary	Director	Deputy Secretary	Under Secretary	Deputy Director	Section Officer	Assistant Section Officer
Teamwork	A	A	A	A	A	A	B
Sharing responsibility	A	A	A	A	A	B	B
Communication skills	A	A	A	A	A	B	B
Proactiveness	A	A	A	B	B	B	B
Empathy	A	A	A	B	B	B	B
Critical Thinking & Problem Solving	A	A	A	A	A	B	B
Strategic Planning	A	A	A	A	A	B	B
Leadership	A	A	A	A	A	B	B
Coordination/Facilitation	A	A	A	B	B	B	B
Time Management	A	A	A	B	B	B	B

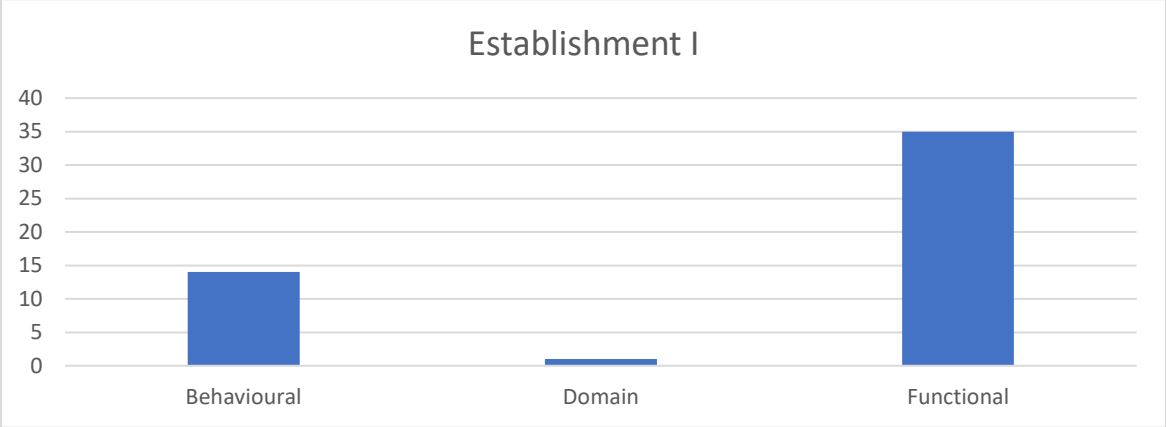
Functional Competencies	Jt. Secretary (SD)	Director	Deputy Secretary	Under Secretary	Deputy Director	Section Officer	Assistant Section Officer
CPPP and creation of BoQs							
Technical analysis of bids for goods and services							
RE/BE proposals							
CVC guidelines	A	A	A	A	A	A	A
GFR	A	A	A	A	A	A	A
DFPR							
Establishment rules, FR/SR	A	A	A	A	A	B	B
PFMS	A	A	A	A	A	A	A
GeM	A	A	A	A	A	A	A
Budgeting							

RTI	A	A	A	A	A	A	A
Parliamentary Procedures	A	A	A	A	A	B	B
Procurement procedure							
E-Office							
Noting and Drafting	A	A	A	A	A	A	A
Data Analysis and Interpretation	A	A	A	A	A	A	A

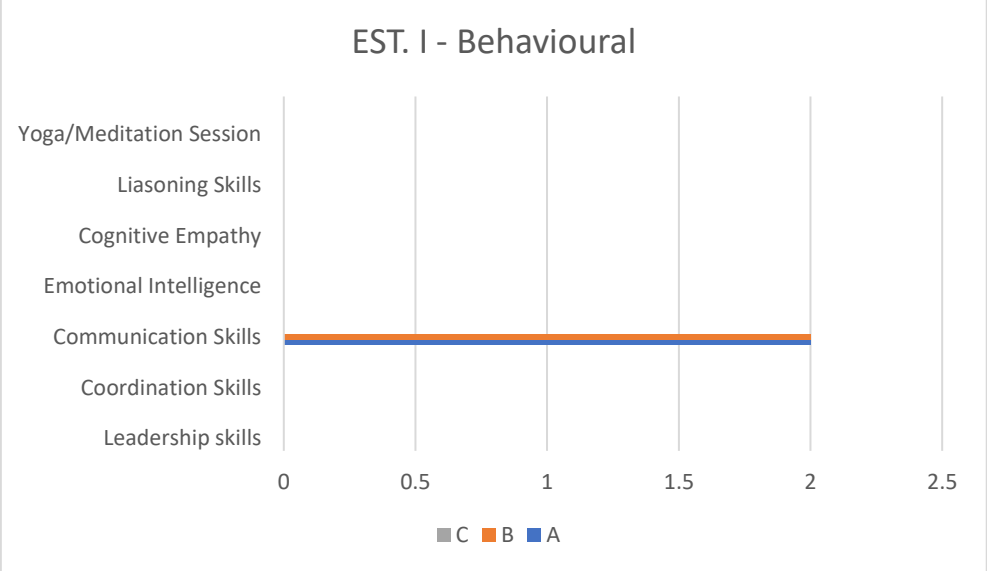
2.2. Establishment I

Overview of the competencies requested by the division

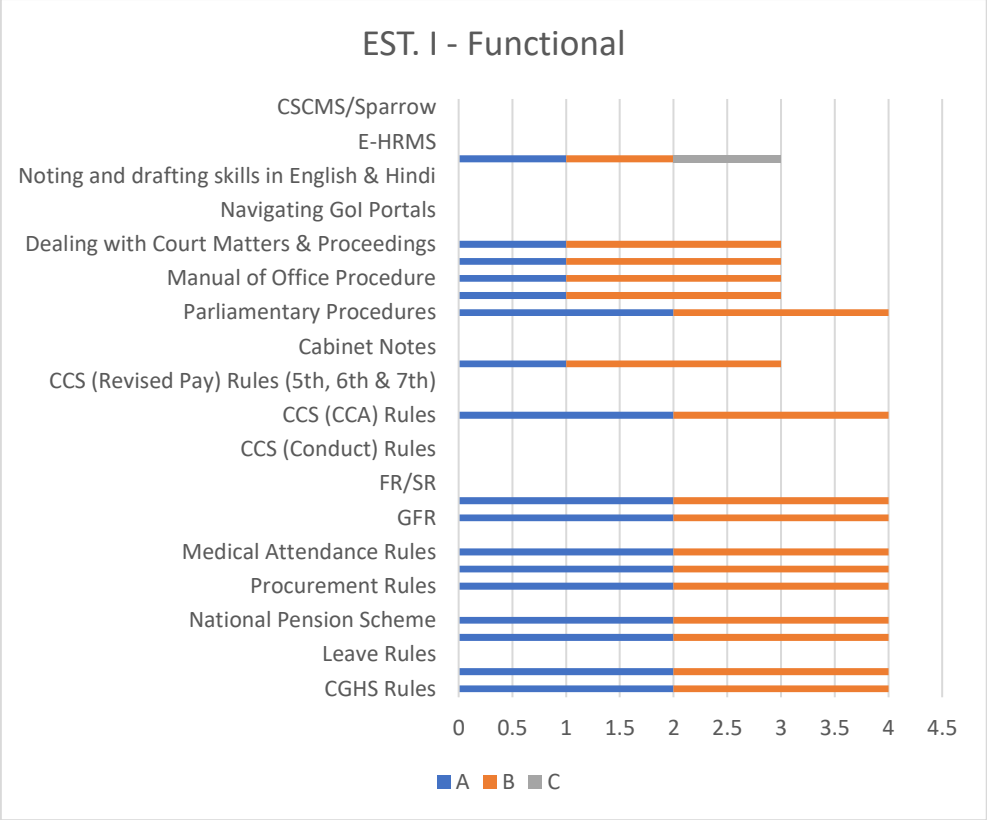
Behavioural	14
Domain	1
Functional	35



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

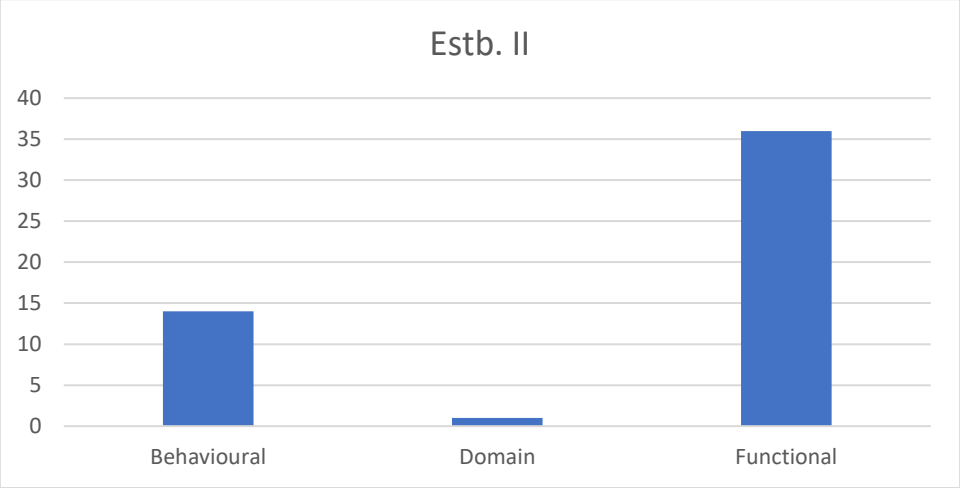
Behavioural Competencies	**Deputy Secretary**	**Under Secretary**	**Section Officer**	**Assistant Section Officer**
Leadership skills				
Time Management				
Coordination Skills				
Comprehension Skills				
Communication Skills	A	A	B	B
Stress Management				
Emotional Intelligence				
Interpersonal Skills				
Cognitive Empathy				
Problem Solving Skills				
Liasoning Skills				
Leadership Skills				
Yoga/Meditation Session				
HR Management				
Domain Competencies	**Deputy Secretary**	**Under Secretary**	**Section Officer**	**Assistant Section Officer**
Knowledge of various sections of the Ministry				
Functional Competencies	**Deputy Secretary**	**Under Secretary**	**Section Officer**	**Assistant Section Officer**
CGHS Rules	A	A	B	B

LTC Rules	A	A	B	B
Leave Rules				
Advances to Central Government Servants	A	A	B	B
National Pension Scheme	A	A	B	B
Processing Medical Reimbursement Claims				
Procurement Rules				
Knowledge of Central Secretariat Manual of Office Procedures (CSMOP)				
Medical Attendance Rules	A	A	B	B
Pension Scheme Booklet	A	A	B	B
GFR				
DFPR Rules	A	A	B	B
FR/SR	A	A	B	B
Analytics				
CCS (Conduct) Rules	A	A	B	B
CCS (Pension) Rules	A	A	B	B
CCS (CCA) Rules	A	A	B	B
Budgetary Provisions				
CCS (Revised Pay) Rules (5th, 6th & 7th)	A	A	B	B
CGEGIS Scheme 1980	A	A	B	B
Cabinet Notes				
Personnel Administration				
Parliamentary Procedures				
Record Management				
Manual of Office Procedure	A	A	B	B
MS Office				
Dealing with Court Matters & Proceedings				
RTI		A	B	B
Navigating GoI Portals				
Maintenance of records and files				
Noting and drafting skills in English & Hindi	A	A	B	B
E-Office		A	B	B
E-HRMS		A	B	B
AVMS		A	B	B
CSCMS/Sparrow		A	B	B

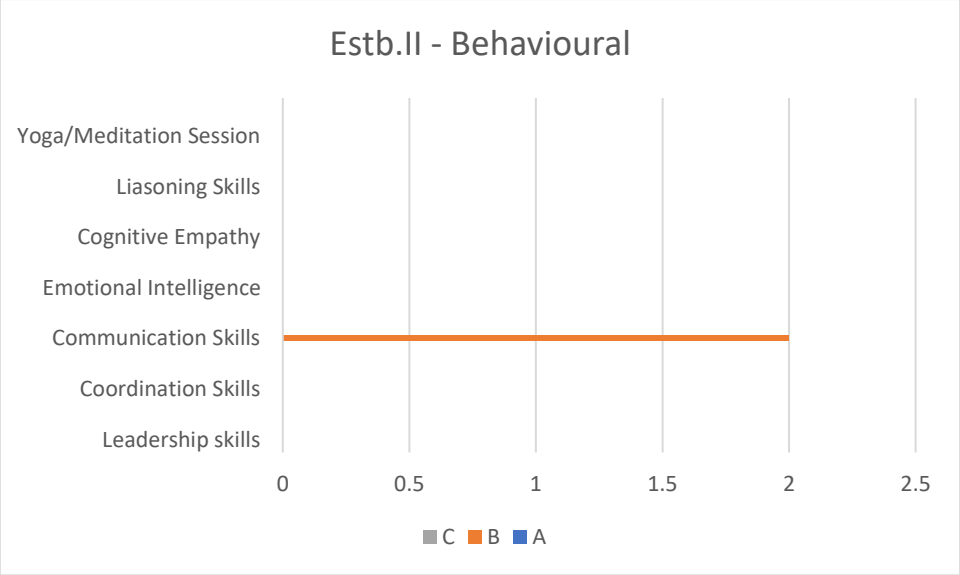
2.3. Establishment II

Overview of the competencies requested by the division

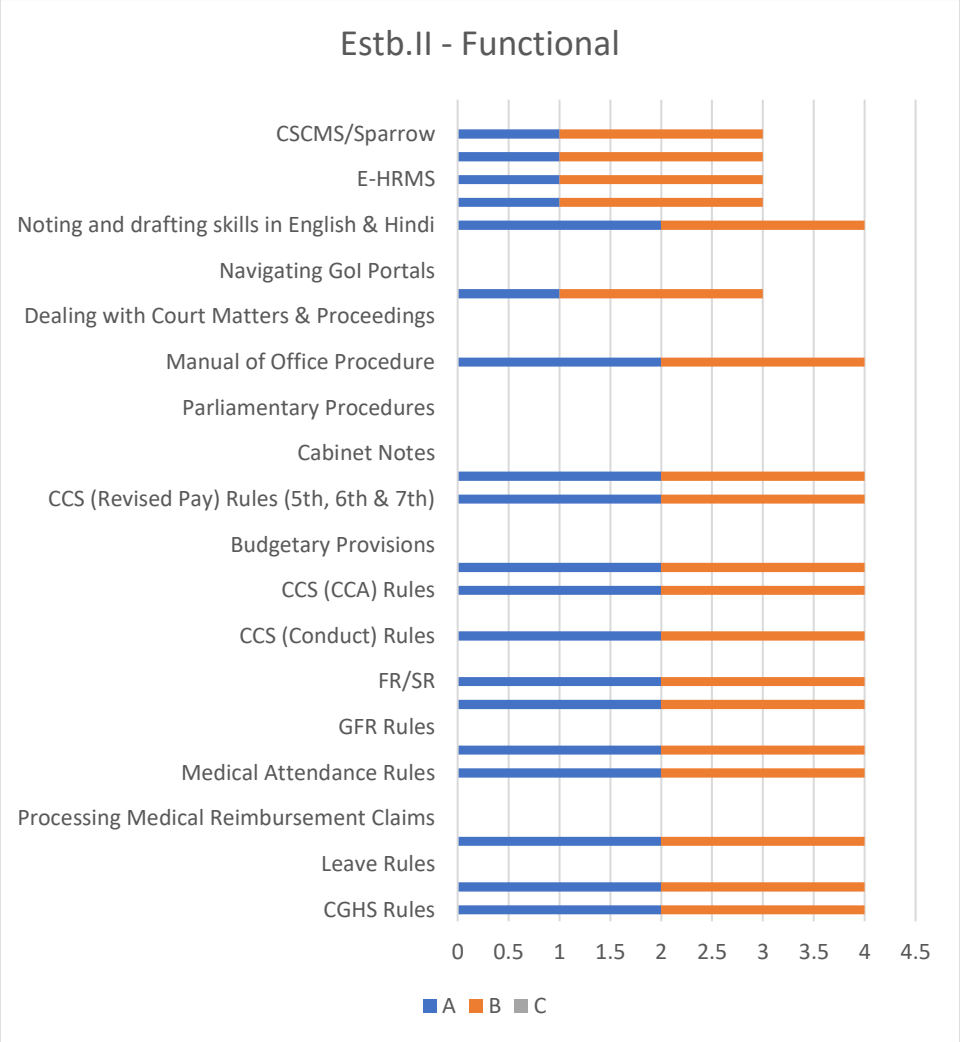
Behavioural	14
Domain	1
Functional	36



Distribution of competency training requested by the division



Distribution of behavioural competency training requested by the division



Distribution of functional competency training requested by the division

Details of all competencies for the division.

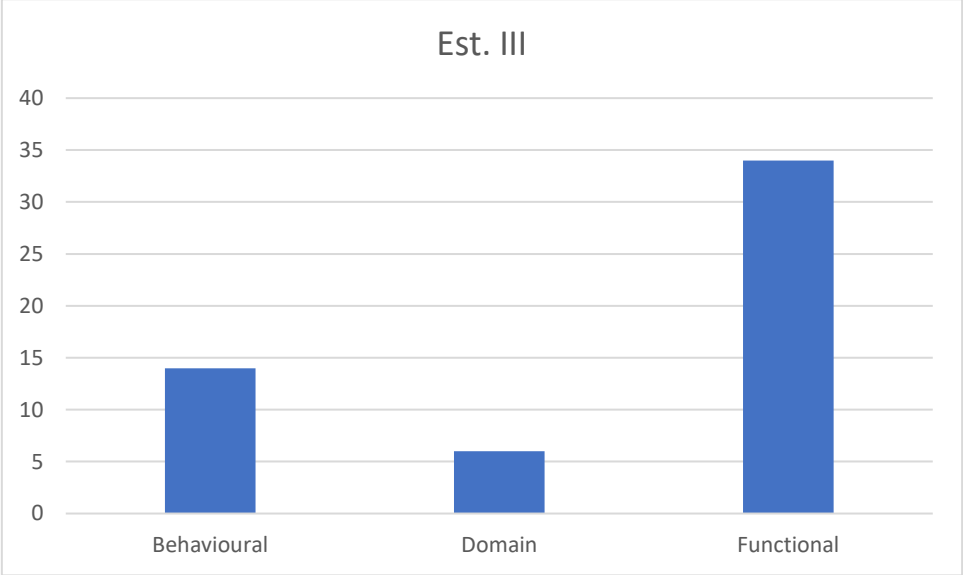
Behavioural Competencies	Deputy Secretary	Under Secretary	Section Officer	Assistant Section Officer
Leadership skills				
Time Management				
Coordination Skills				
Comprehension Skills				
Communication Skills	A	A	B	B
Stress Management				
Emotional Intelligence				
Interpersonal Skills				
Cognitive Empathy				
Problem Solving Skills				
Liasoning Skills				
Leadership Skills				
Yoga/Meditation Session				
HR Management				

Domain Competencies	Deputy Secretary	Under Secretary	Section Officer	Assistant Section Officer
Knowledge of various sections of the Ministry				
Functional Competencies	**Deputy Secretary**	**Under Secretary**	**Section Officer**	**Assistant Section Officer**
CGHS Rules	A	A	B	B
LTC Rules	A	A	B	B
Leave Rules				
NPS	A	A	B	B
Processing Medical Reimbursement Claims				
Knowledge of Central Secretariat Manual of Office Procedures (CSMOP)				
Medical Attendance Rules	A	A	B	B
Pension Scheme Booklet	A	A	B	B
GFR Rules				
DFPR Rules	A	A	B	B
FR/SR	A	A	B	B
Analytics				
CCS (Conduct) Rules	A	A	B	B
CCS (Pension) Rules				
CCS (CCA) Rules	A	A	B	B
Advances to Central Government Servants	A	A	B	B
Budgetary Provisions				
Procurement Rules				
CCS (Revised Pay) Rules (5th, 6th & 7th)	A	A	B	B
CGEGIS Scheme 1980	A	A	B	B
Cabinet Notes				
Personnel Administration				
Parliamentary Procedures				
Record Management				
Manual of Office Procedure	A	A	B	B
MS Office				
Dealing with Court Matters & Proceedings				
RTI		A	B	B
Navigating GoI Portals				
Maintenance of records and files				
Noting and drafting skills in English & Hindi	A	A	B	B
E-Office		A	B	B
E-HRMS		A	B	B
AVMS		A	B	B
CSCMS/Sparrow		A	B	B
Handling disciplinary cases				

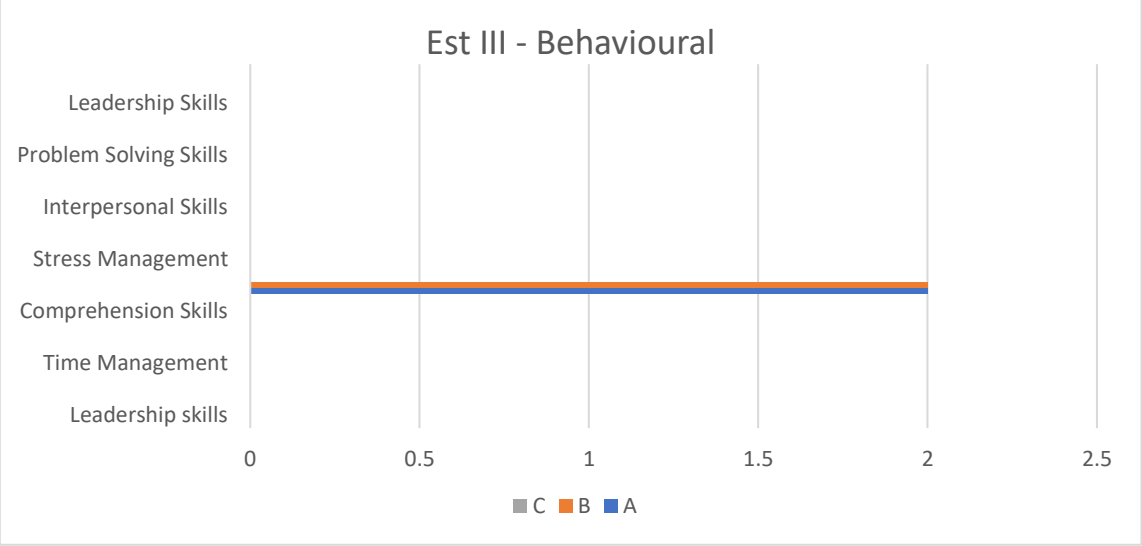
2.4. Establishment III

Overview of the competencies requested by the division.

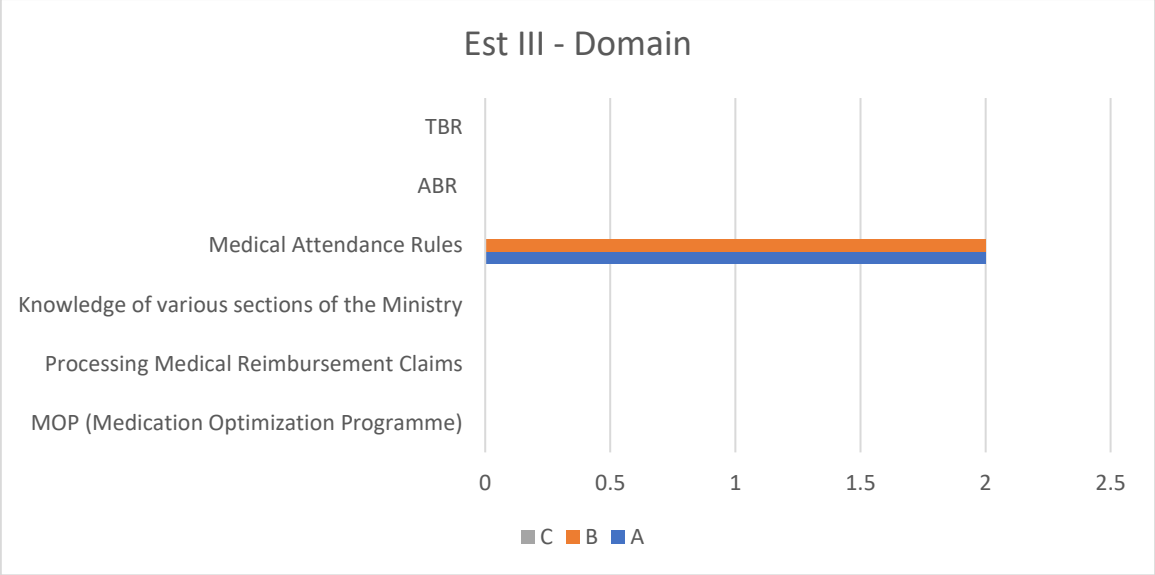
Behavioural	14
Domain	6
Functional	34



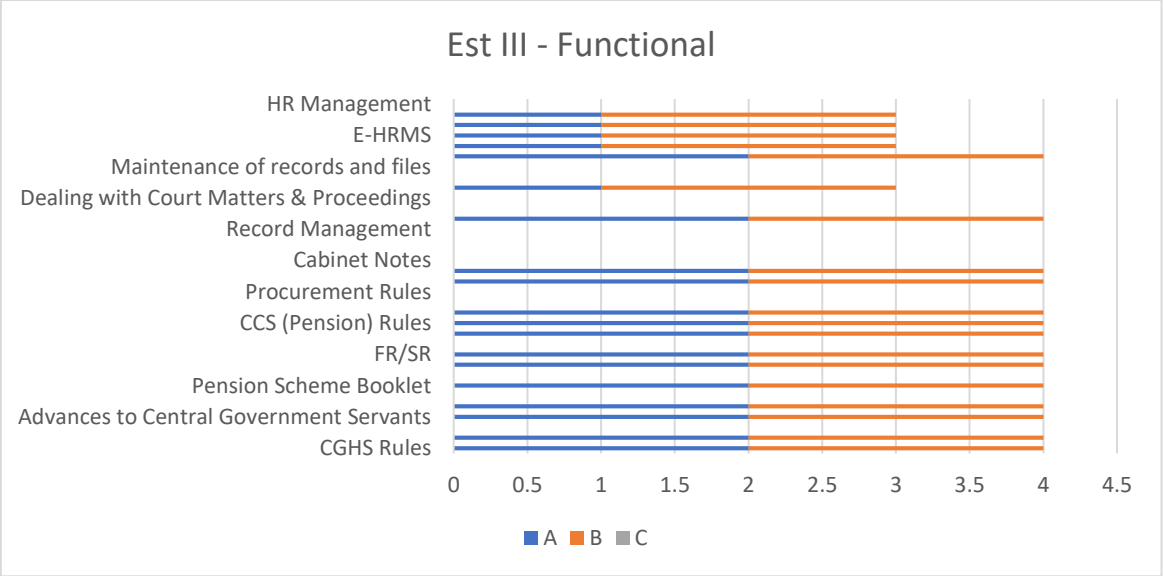
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

Behavioural Competencies	Deputy Secretary	Under Secretary	Section Officer	Assistant Section Officer
Leadership skills				
Qualitative and quantitative aptitude				
Time Management				
Coordination Skills				
Comprehension Skills				
Communication Skills	A	A	B	B
Stress Management				

Emotional Intelligence				
Interpersonal Skills				
Cognitive Empathy				
Problem Solving Skills				
Liasoning Skills				
Leadership Skills				
Yoga/Meditation Session				
Domain Competencies	**Deputy Secretary**	**Under Secretary**	**Section Officer**	**Assistant Section Officer**
MOP (Medication Optimization Programme)				
Processing Medical Reimbursement Claims				
Knowledge of various sections of the Ministry				
Medical Attendance Rules	A	A	B	B
ABR				
TBR				
Functional Competencies	**Deputy Secretary**	**Under Secretary**	**Section Officer**	**Assistant Section Officer**
CGHS Rules	A	A	B	B
LTC Rules	A	A	B	B
Leave Rules				
Advances to Central Government Servants	A	A	B	B
NPS	A	A	B	B
Knowledge of Central Secretariat Manual of Office Procedures (CSMOP)				
Pension Scheme Booklet	A	A	B	B
GFR Rules				
DFPR Rules	A	A	B	B
FR/SR	A	A	B	B
Analytics				
CCS (Conduct) Rules	A	A	B	B
CCS (Pension) Rules	A	A	B	B
CCS (CCA) Rules	A	A	B	B
Budgetary Provisions				
Procurement Rules				
CCS (Revised Pay) Rules (5^{th}, 6^{th} & 7^{th})	A	A	B	B
CGEGIS Scheme 1980	A	A	B	B
Cabinet Notes				
Personnel Administration				
Parliamentary Procedures				
Record Management				
Manual of Office Procedure	A	A	B	B
MS Office				
Dealing with Court Matters & proceedings				

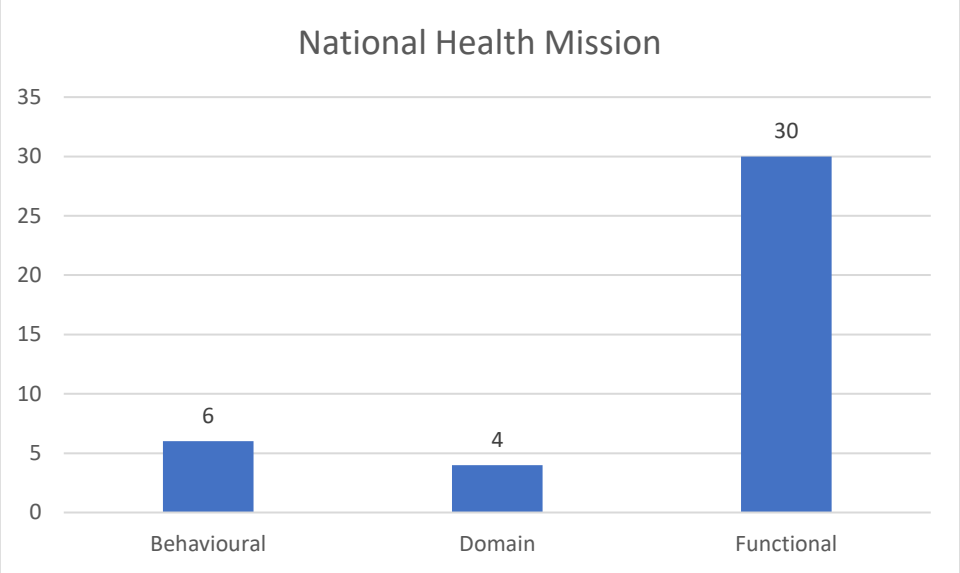
RTI		A	B	B
Navigating GoI Portals				
Maintenance of records and files				
Noting & drafting skills in English & Hindi	A	A	B	B
E-Office		A	B	B
E-HRMS		A	B	B
AVMS		A	B	B
CSCMS/Sparrow		A	B	B
HR Management				

2.5. National Health Mission (NHM)

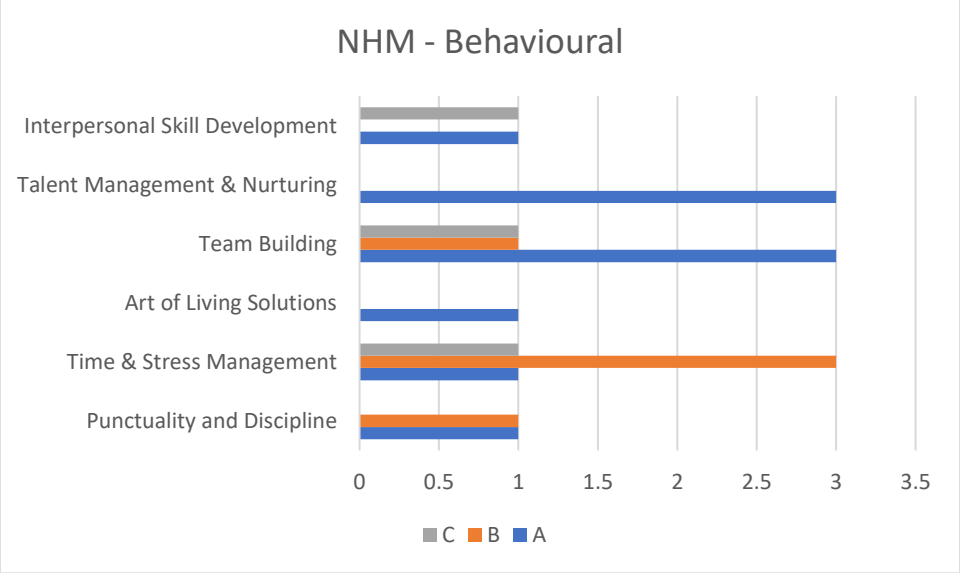
The National Health Mission (NHM) division. focusses on implementation of two Sub-Missions, the National Rural Health Mission (NRHM) and the newly launched National Urban Health Mission (NUHM). The main programmatic components include Health System Strengthening in rural and urban areas- Reproductive-Maternal- Neonatal-Child and Adolescent Health (RMNCH+A), and Communicable and Non-Communicable Diseases.

Overview of the competencies requested by the division.

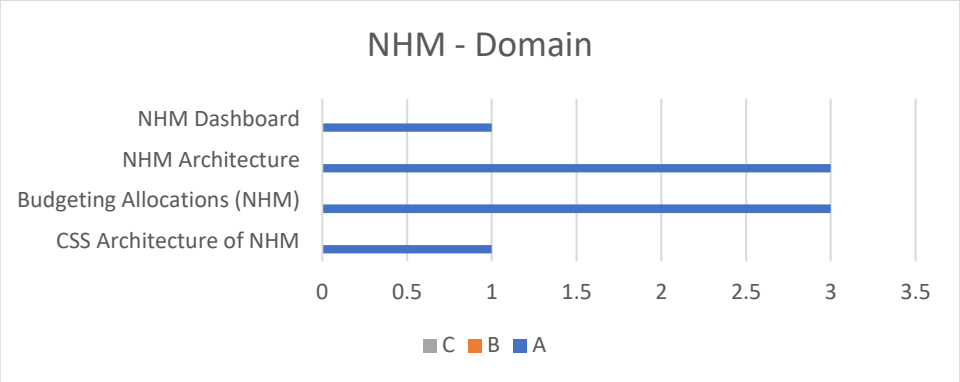
Behavioural	6
Domain	4
Functional	30



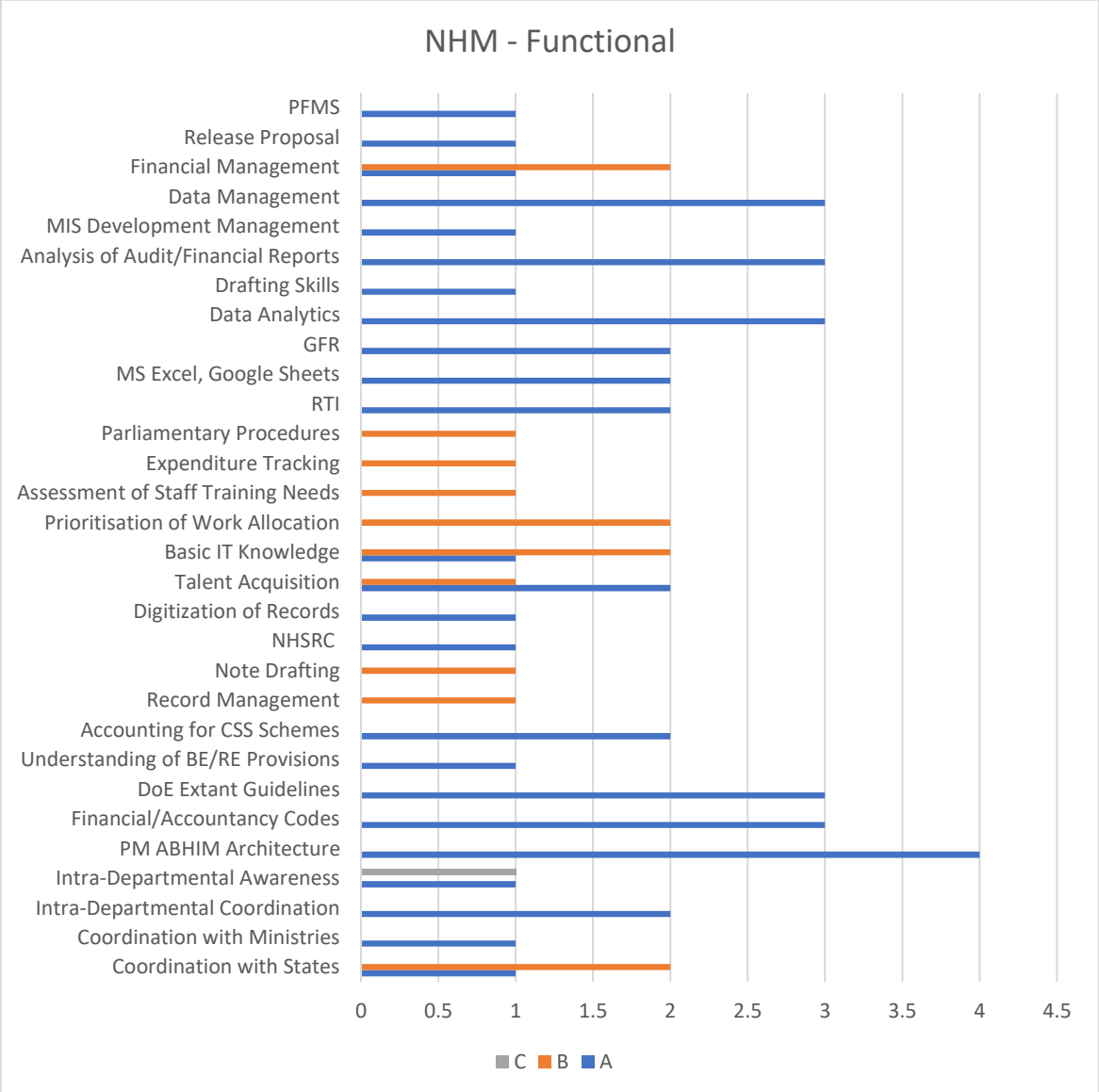
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

Behavioural Competencies	Jt. Secretary (JS)	Director (Dir)	Deputy Secretary (DS)	Under Secretary (US)	Section Officer (SO)	Assistant Section Officer (ASO)
Punctuality and Discipline					A	B
Time & Stress Management	A	B	B		B	C
Art of Living Solutions	A					
Team Building	A	A	A		B	C
Talent Management & Nurturing	A	A	A			
Interpersonal Skill Development					A	C
Domain Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
CSS Architecture of NHM	A					
Budgeting Allocations (NHM)	A	A	A			
NHM Architecture		A	A		A	
NHM Dashboard					A	
Functional Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Coordination with States	A	B	B			
Coordination with Ministries	A					
Intra-Departmental Coordination	A					A
Intra-Departmental Awareness					A	C
PM ABHIM Architecture	A	A	A		A	
Financial/Accountancy Codes	A	A	A			
DoE Extant Guidelines	A	A	A			
Understanding of BE/RE Provisions	A					
Accounting for CSS Schemes		A	A			
Record Management						B

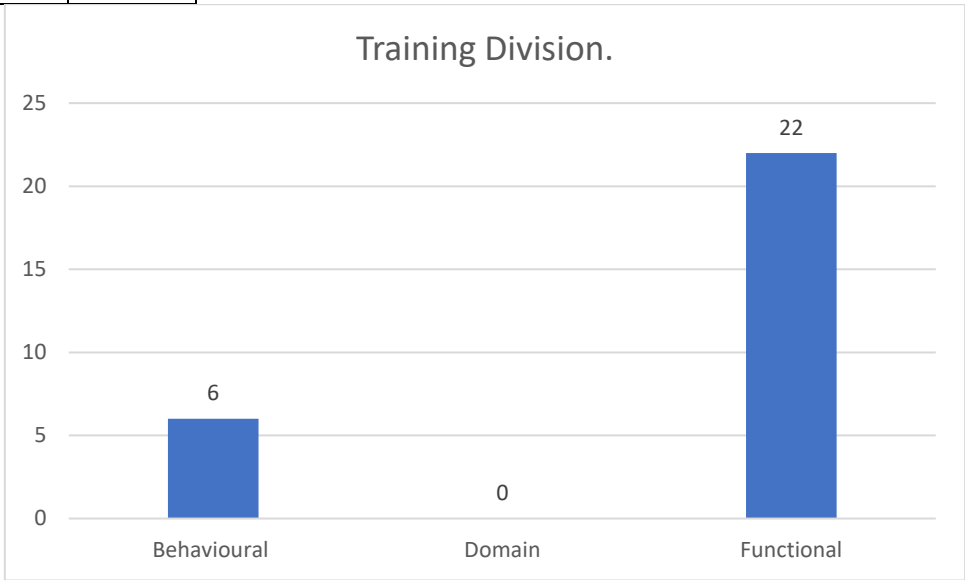
Note Drafting						B
NHSRC					A	
Digitization of Records					A	
Talent Acquisition		A	A		B	
Basic IT Knowledge		B	B		A	
Prioritisation of Work Allocation		B	B			
Assessment of Staff Training Needs	B					
Expenditure Tracking						B
Parliamentary Procedures						B
RTI					A	A
MS Excel, Google Sheets					A	A
GFR	A				A	
Data Analytics	A	A	A			
Drafting Skills	A					
Analysis of Audit/Financial Reports	A	A	A			
MIS Development Management	A					
Data Management		A	A		A	
Financial Management		B	B		A	
Release Proposal					A	
PFMS					A	

2.6. Training

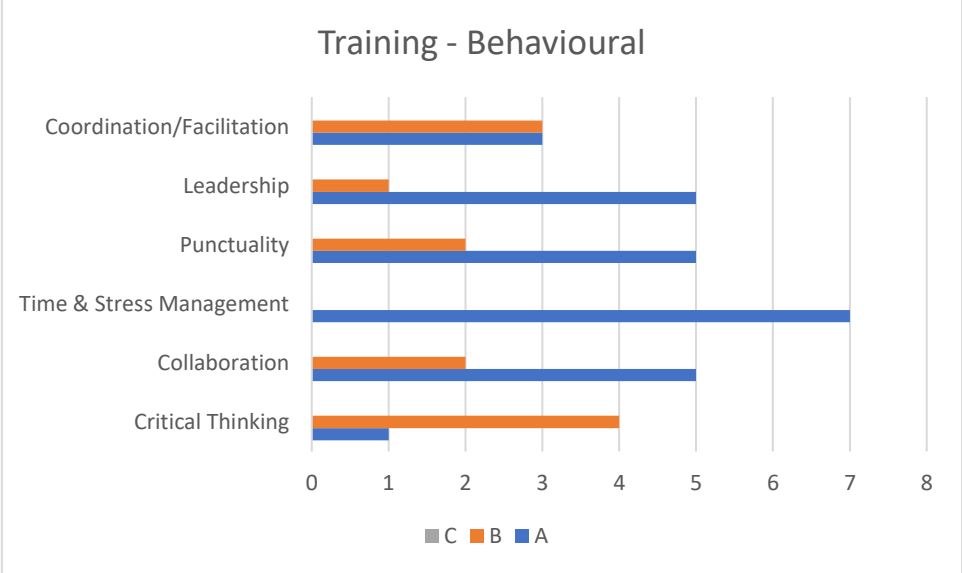
Training division. is responsible for training of health personnel in providing effective and efficient health care services to the rural community from the very beginning of the Five-Year Plans. The division. is also responsible for pre-service and in-service training for different categories of health personnel are imparted through various schemes of Government of India.

Overview of the competencies requested by the division.

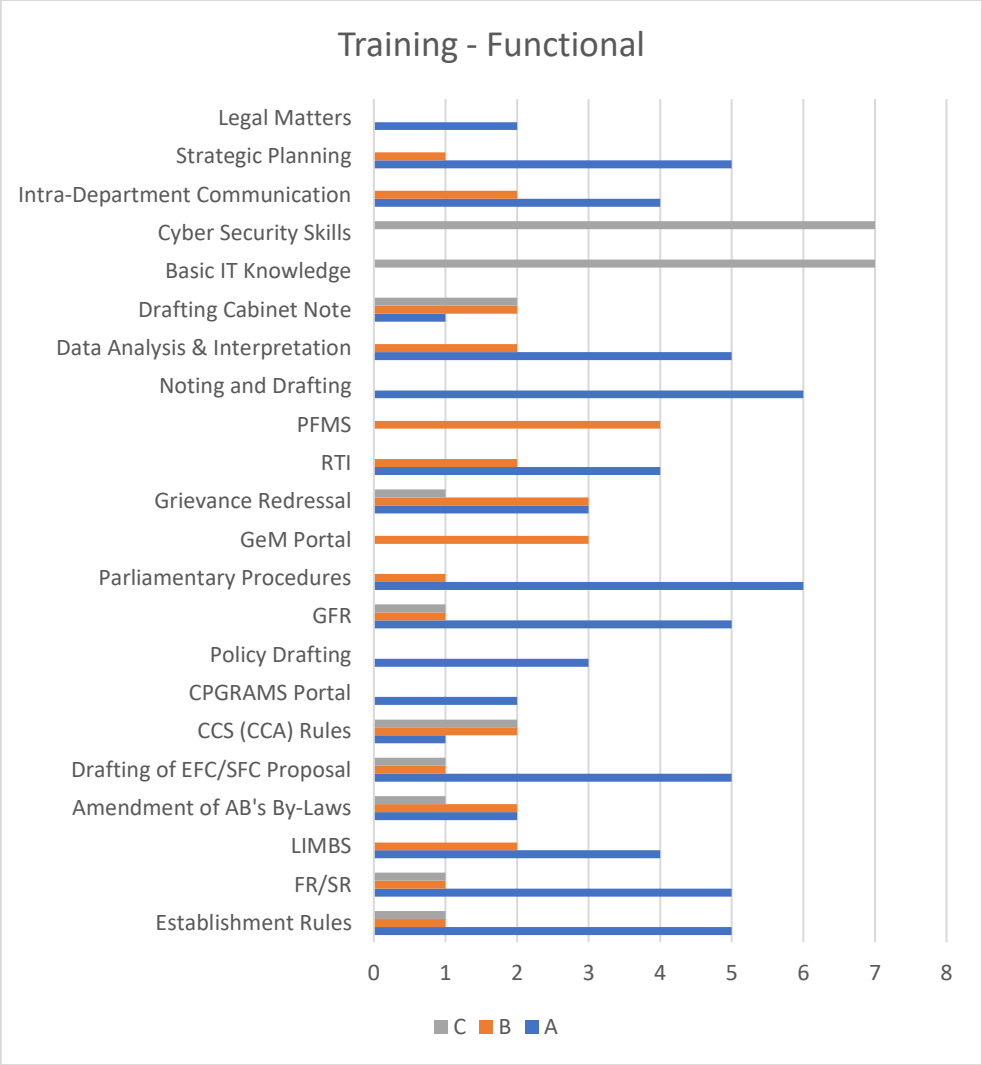
Behavioural	6
Domain	0
Functional	22



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

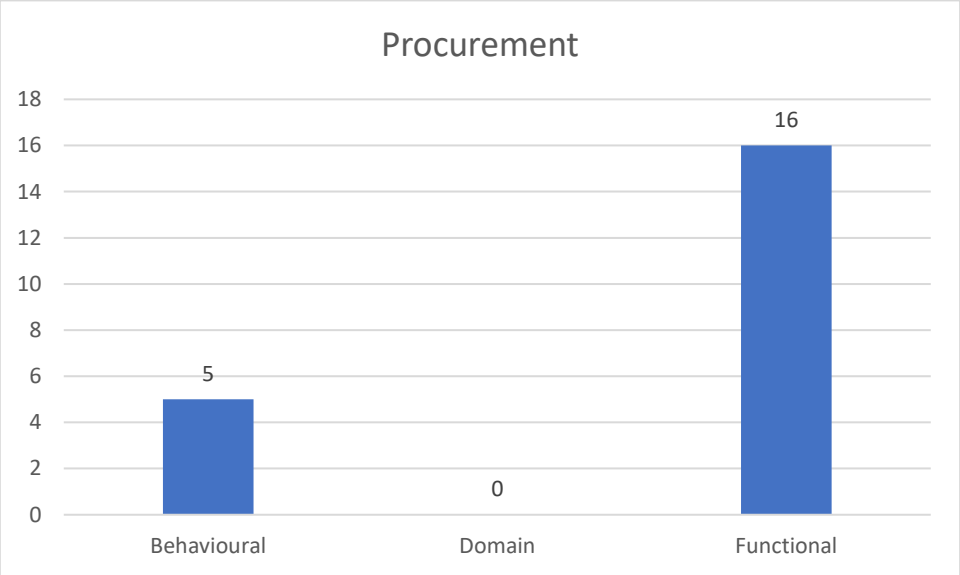
Behavioural Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Critical Thinking	A	B	B	B	B		
Collaboration	A	A	A	A	A	B	B
Time & Stress Management	A	A	A	A	A	A	A
Punctuality	A	A	A	A	A	B	B
Leadership	A	A	A	A	A	B	
Coordination/ Facilitation	A	A	A	B	B	B	
Functional Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Establishment Rules	A	A	A	A	A	B	C

FR/SR	A	A	A	A	A	B	C
LIMBS		A	A	A	A	B	B
Amendment of AB's By-Laws		A	A	B	B	C	
Drafting of EFC/SFC Proposal	A	A	A	A	A	B	C
CCS (CCA) Rules	A	B	B	C	C		
CPGRAMS Portal		A	A				
Policy Drafting	A	A	A				
GFR	A	A	A	A	A	B	C
Parliamentary Procedures	A	A	A	A	A	A	B
GeM Portal	B	B	B				
Grievance Redressal	A	A	A	B	B	B	C
RTI		A	A	A	A	B	B
PFMS				B	B	B	B
Noting and drafting		A	A	A	A	A	A
Data Analysis & Interpretation	A	A	A	A	A	B	B
Drafting Cabinet Note	A	B	B	C	C		
Basic IT Knowledge	C	C	C	C	C	C	C
Cyber Security Skills	C	C	C	C	C	C	C
Intra-Department Communication		A	A	A	A	B	B
Strategic Planning	A	A	A	A	A	B	
Legal Matters		A	A				

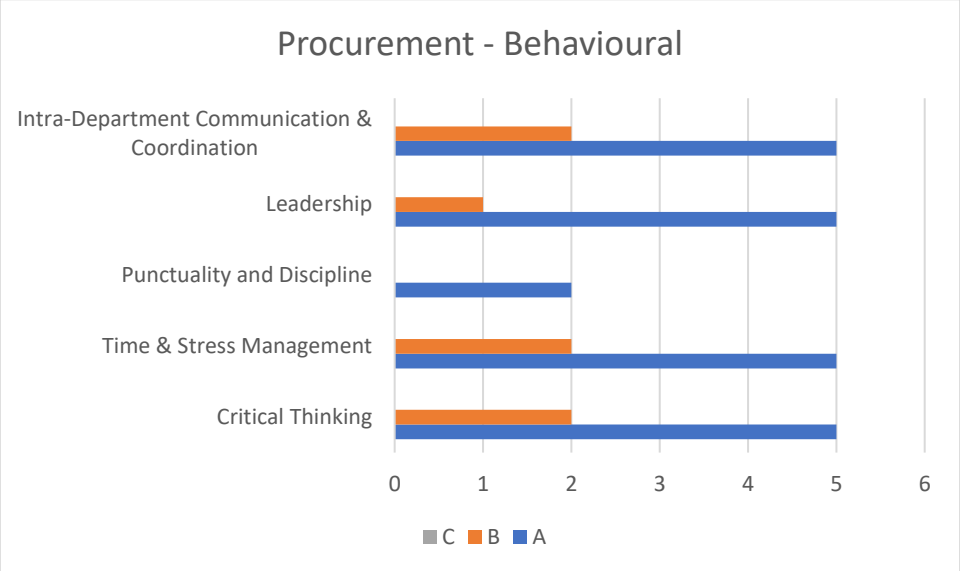
2.7. Procurement

Overview of the competencies requested by the division.

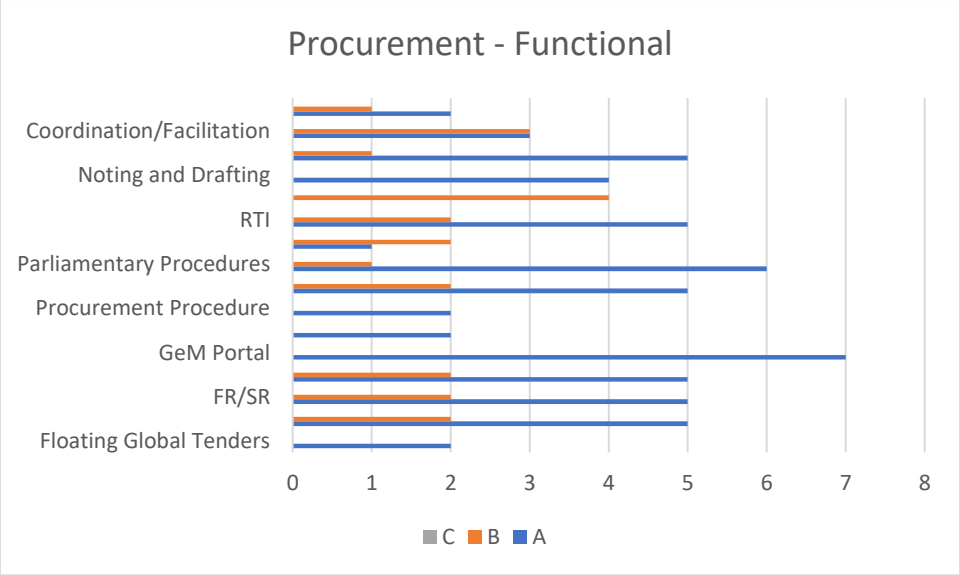
Behavioural	5
Domain	0
Functional	16



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

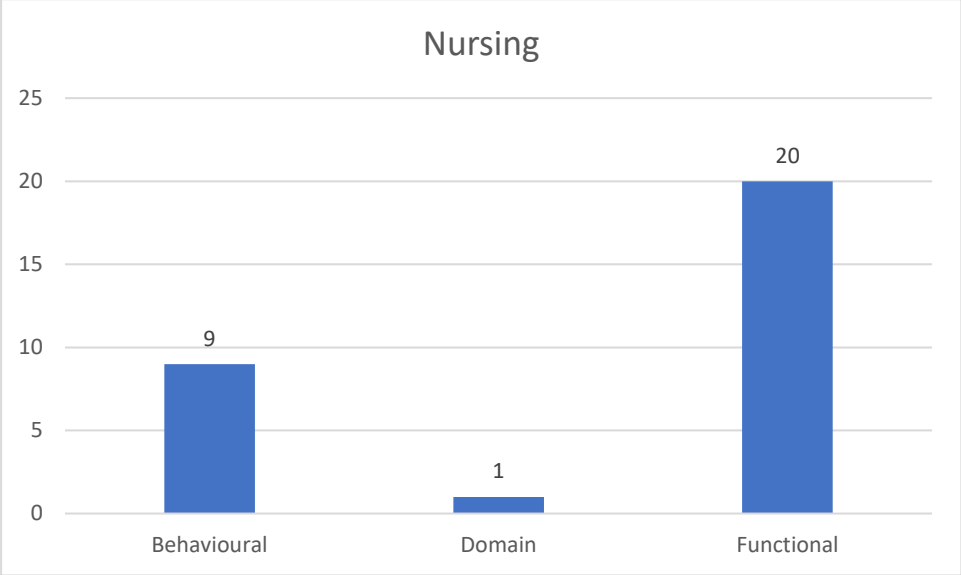
Behavioural Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Critical Thinking	A	A	A	A	A	B	B
Time & Stress Management	A	A	A	A	A	B	B
Punctuality and Discipline						A	A
Leadership	A	A	A	A	A	B	
Intra-Department Communication & Coordination	A	A	A	A	A	B	B
Functional Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Floating Global Tenders		A	A				
Establishment Rules	A	A	A	A	A	B	B
FR/SR	A	A	A	A	A	B	B
LIMBS	A	A	A	A	A	B	B
GeM Portal	A	A	A	A	A	A	A
CPGRAMS Portal		A	A				
Procurement Procedure						A	A
GFR	A	A	A	A	A	B	B
Parliamentary Procedures	A	A	A	A	A	A	B
Grievance Redressal	A	B	B				
RTI	A	A	A	A	A	B	B
PFMS				B	B	B	B

Noting and Drafting				A	A	A	A
Strategic Planning	A	A	A	A	A	B	
Coordination/Facilitation	A	A	A	B	B	B	
Legal Matters				A	A	B	

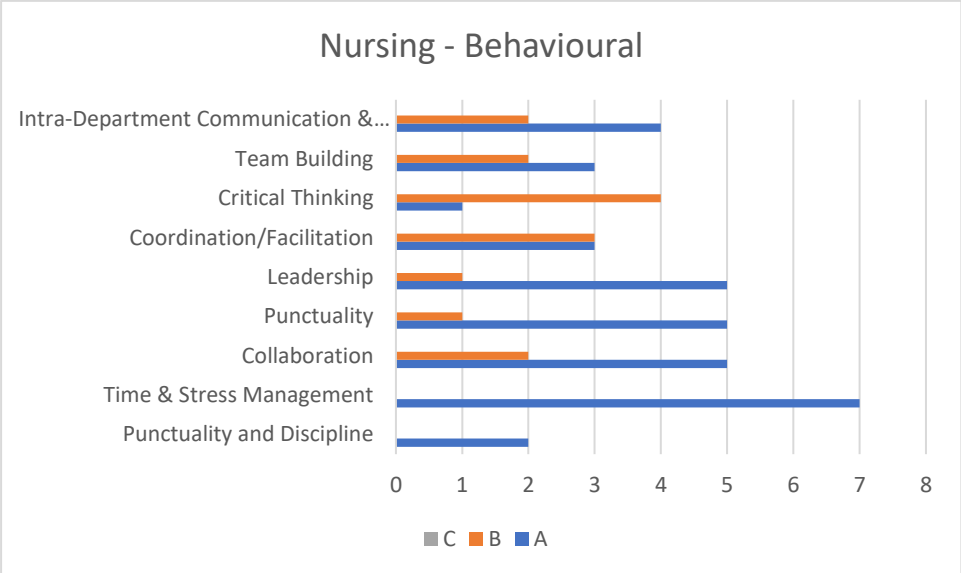
2.8. Nursing

Overview of the competencies requested by the division.

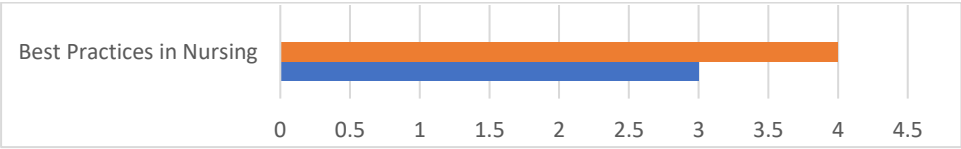
Behavioural	9
Domain	1
Functional	20



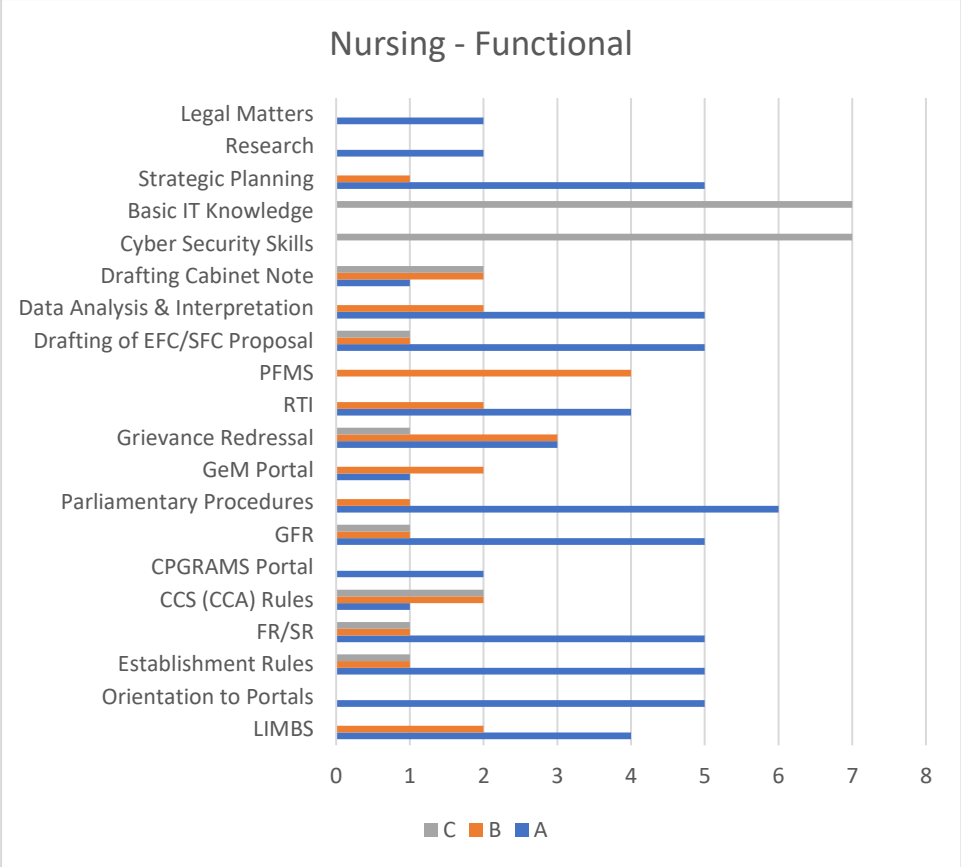
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

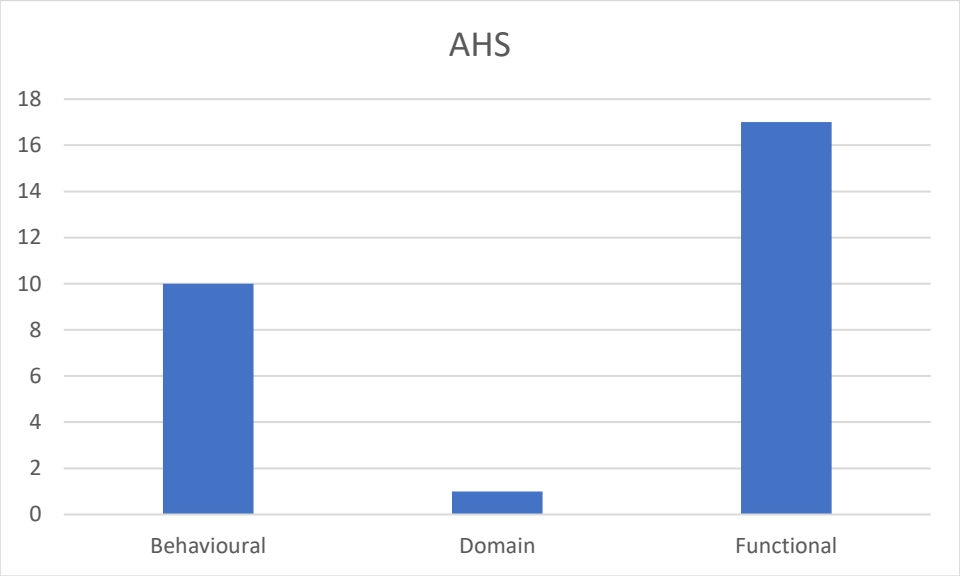
Behavioural Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Punctuality & Discipline						A	A
Time & Stress mgmt.	A	A	A	A	A	A	A
Collaboration	A	A	A	A	A	B	B
Punctuality	A	A	A	A	A	B	
Leadership	A	A	A	A	A	B	
Coordination/Facilitation	A	A	A	B	B	B	
Critical Thinking	A	B	B	B	B		
Team Building	A	A	A	B	B		
Intra-Department Communication & Coordination		A	A	A	A	B	B
Domain Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**

Best Practices in Nursing	A	A	A	B	B	B	B
Functional Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
LIMBS		A	A	A	A	B	B
Orientation to Portals	A	A	A	A	A		
Establishment Rules	A	A	A	A	A	B	C
FR/SR	A	A	A	A	A	B	C
CCS (CCA) Rules	A	B	B	C	C		
CPGRAMS Portal		A	A				
GFR	A	A	A	A	A	B	C
Parliamentary Procedures	A	A	A	A	A	A	B
GeM Portal	A	B	B				
Grievance Redressal	A	A	A	B	B	B	C
RTI		A	A	A	A	B	B
PFMS				B	B	B	B
Drafting of EFC/SFC Proposal	A	A	A	A	A	B	C
Data Analysis & Interpretation	A	A	A	A	A	B	B
Drafting Cabinet Note	A	B	B	C	C		
Cyber Security Skills	C	C	C	C	C	C	C
Basic IT Knowledge	C	C	C	C	C	C	C
Strategic Planning	A	A	A	A	A	B	
Research						A	A
Legal Matters		A	A				

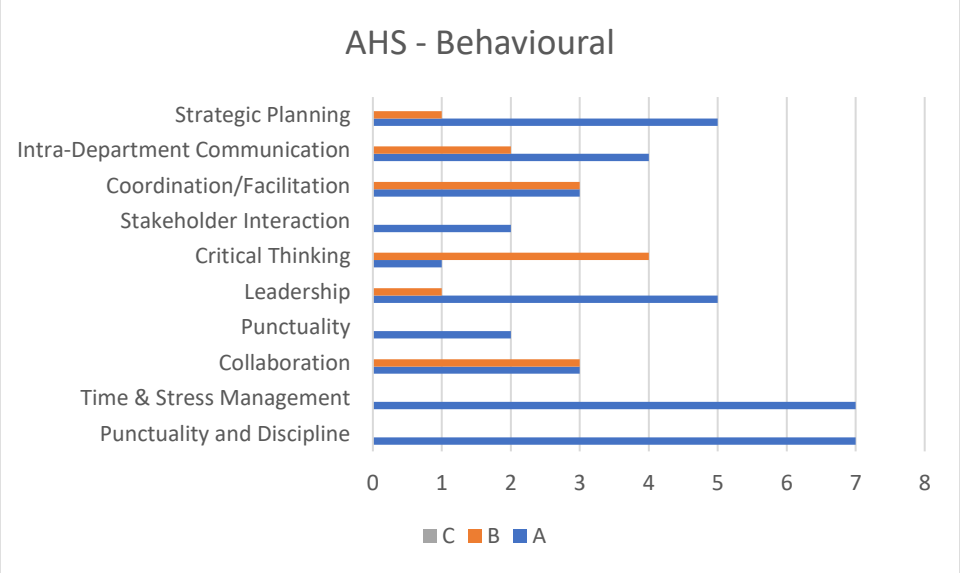
2.9. Allied Health Services (AHS)

Overview of the competencies requested by the division.

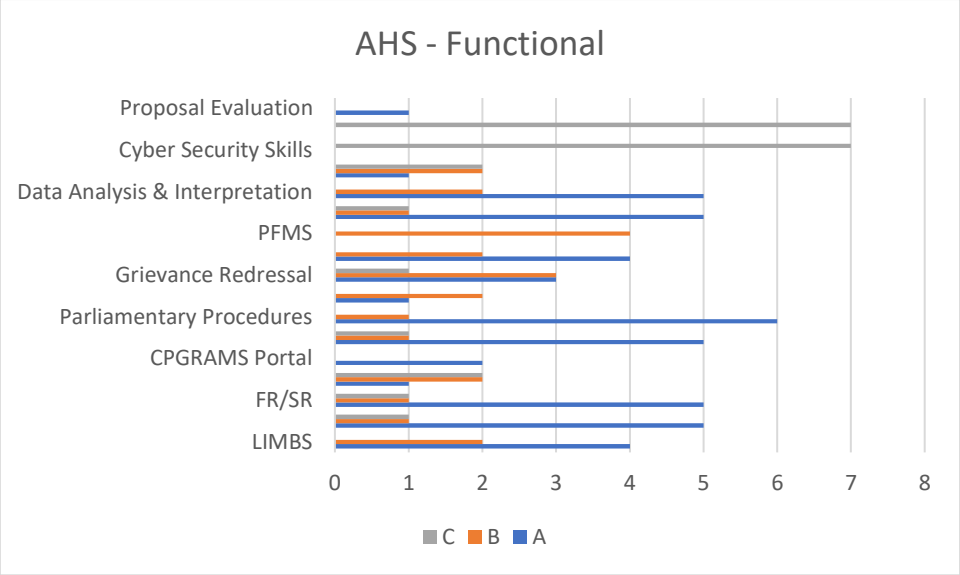
Behavioural	10
Domain	1
Functional	17



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

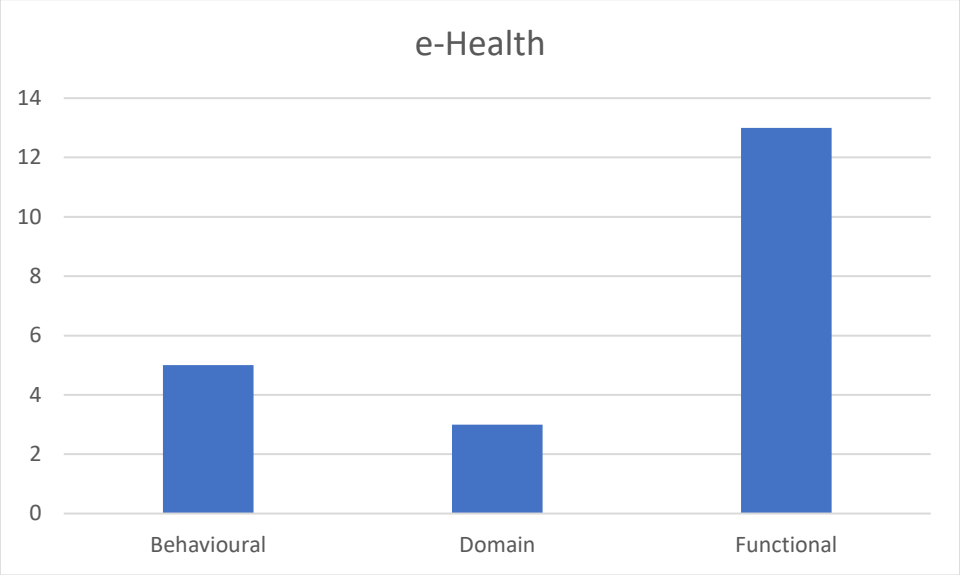
Behavioural Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Punctuality & Discipline	A	A	A	A	A	A	A
Time & Stress mgmt.	A	A	A	A	A	A	A
Collaboration	A	A	A	B	B	B	
Punctuality						A	A
Leadership	A	A	A	A	A	B	
Critical Thinking	A	B	B	B	B		
Stakeholder Interaction			A			A	
Coordination/ Facilitation	A	A	A	B	B	B	
Intra-Department Communication		A	A	A	A	B	B
Strategic Planning	A	A	A	A	A	B	
Domain Competencies	**Jt. Secretary (JS)**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**
Best Practices in Nursing	A	A	A	B	B	B	B
Functional Competencies	**Jt. Secret**	**Director (Dir)**	**Deputy Secretary (DS)**	**Under Secretary (US)**	**Deputy Director (DD)**	**Section Officer (SO)**	**Assistant Section Officer (ASO)**

	ary (JS)						
LIMBS		A	A	A	A	B	B
Establishment Rules	A	A	A	A	A	B	C
FR/SR	A	A	A	A	A	B	C
CCS (CCA) Rules	A	B	B	C	C		
CPGRAMS Portal		A	A				
GFR	A	A	A	A	A	B	C
Parliamentary Procedures	A	A	A	A	A	A	B
GeM Portal	A	B	B				
Grievance Redressal	A	A	A	B	B	B	C
RTI		A	A	A	A	B	B
PFMS				B	B	B	B
Drafting of EFC/SFC Proposal	A	A	A	A	A	B	C
Data Analysis & Interpretation	A	A	A	A	A	B	B
Drafting Cabinet Note	A	B	B	C	C		
Cyber Security Skills	C	C	C	C	C	C	C
Basic IT Knowledge	C	C	C	C	C	C	C
Proposal Evaluation				A			

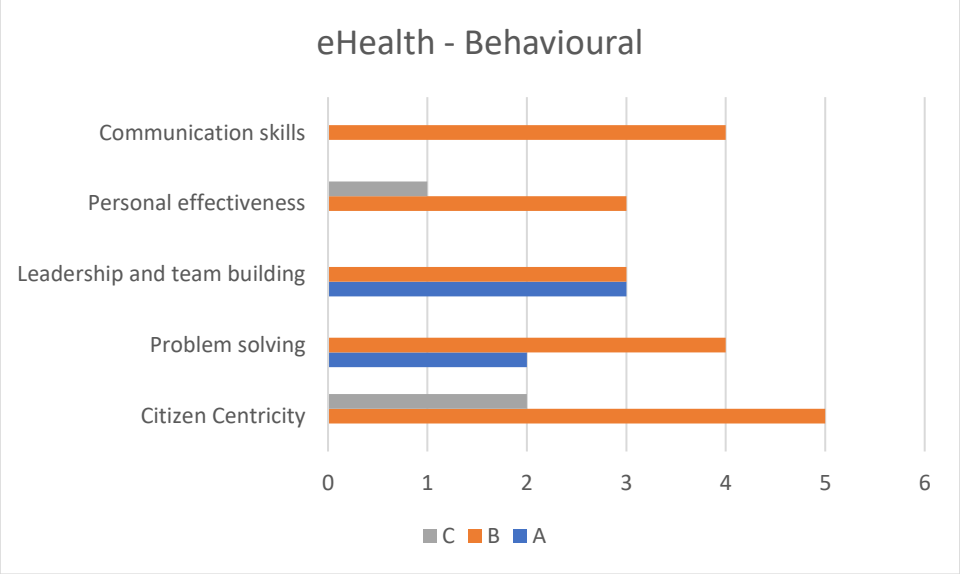
2.10. E-Health

Overview of the competencies requested by the division.

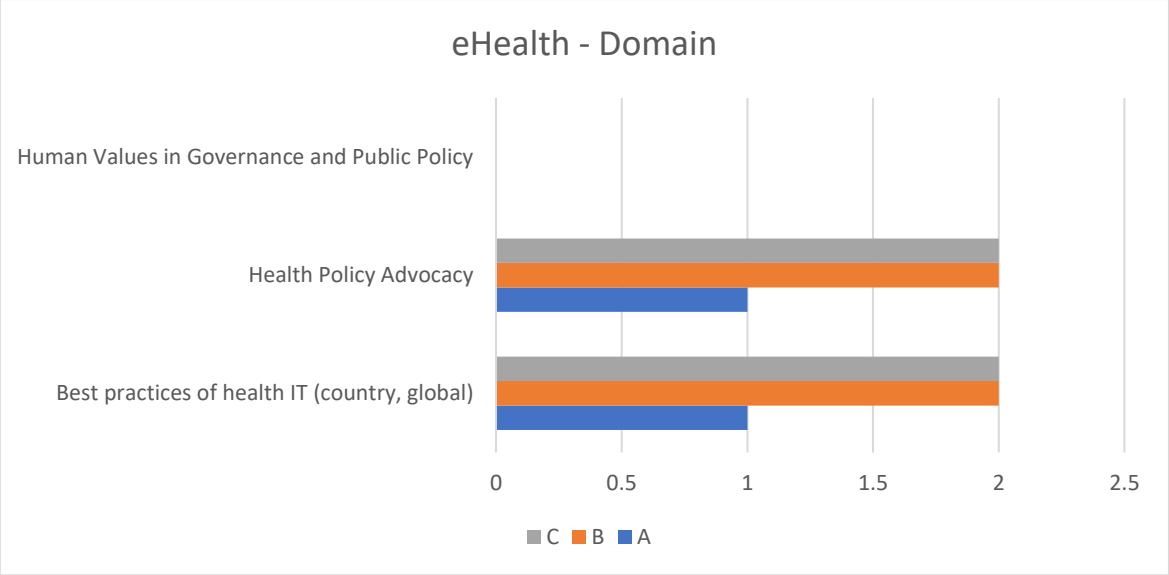
Behavioural	5
Domain	3
Functional	13



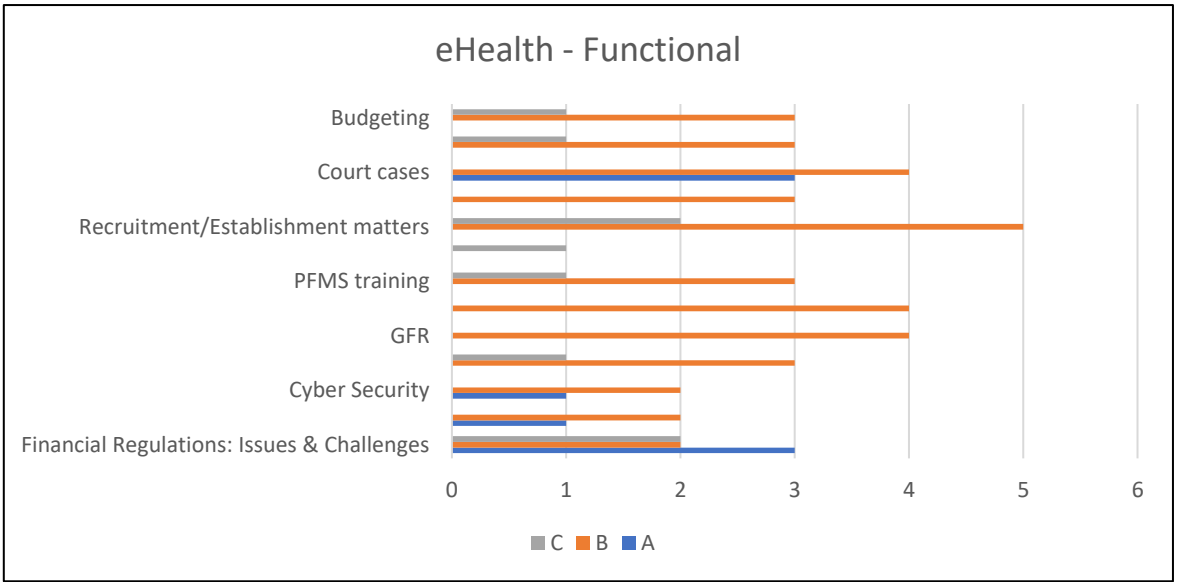
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of domain competency training requested by the division.

Details of all competencies for the division.

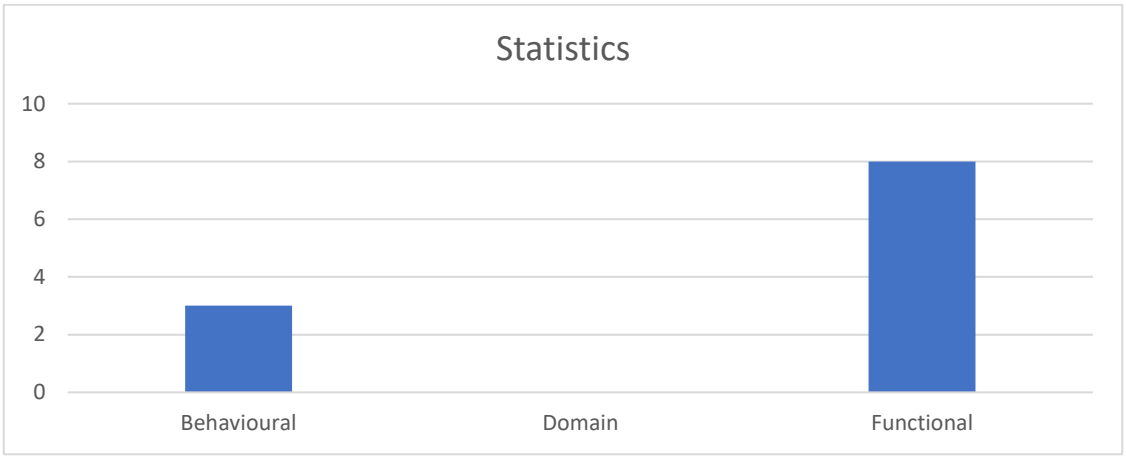
Behavioural Competencies	Jt. Secretary (SD)	Director	Deputy Secretary	Under Secretary	Deputy Director	Section Officer	Assistant Section Officer
Citizen Centricity	B	B	B	B	B	C	C
Problem solving	A	A		B	B	B	B
Leadership and team building	A	A	A	B	B	B	
Personal effectiveness				B	B	C	B
Communication skills				B	B	B	B
Domain Competencies	**Jt. Secretary (SD)**	**Director**	**Deputy Secretary**	**Under Secretary**	**Deputy Director**	**Section Officer**	**Assistant Section Officer**

Best practices of health IT (country, global)	A	B	B	C	C		
Health Policy Advocacy	A	B	B				
Human Values in Governance and Public Policy							
Functional Competencies	**Jt. Secretary (SD)**	**Director**	**Deputy Secretary**	**Under Secretary**	**Deputy Director**	**Section Officer**	**Assistant Section Officer**
Financial Regulations: Issues & Challenges	A	A	A	B	B	C	C
Analytics	A	B	B				
Cyber Security	A	B	B				
DFPR				B	B	B	C
GFR				B	B	B	B
E-Governance & ICT				B	B	B	B
PFMS training				B	B	B	C
Record Management							C
Recruitment/Establishment matters	B	B	B	B	B	C	C
Social Policy and Governance	B	B	B				
Court cases	A	A	A	B	B	B	B
Procurement procedure				B	B	B	C
Budgeting				B	B	B	C

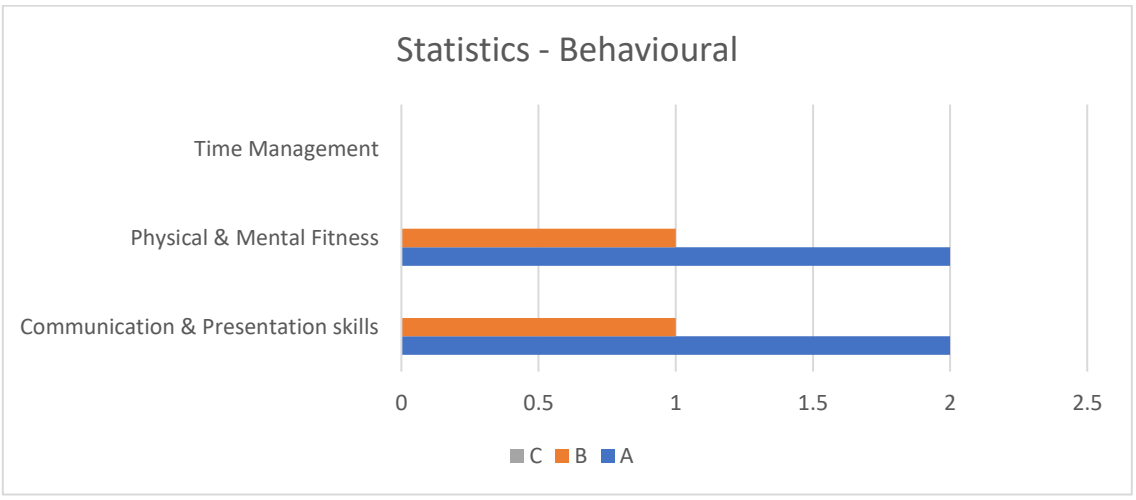
2.11. Statistics

Overview of the competencies requested by the division.

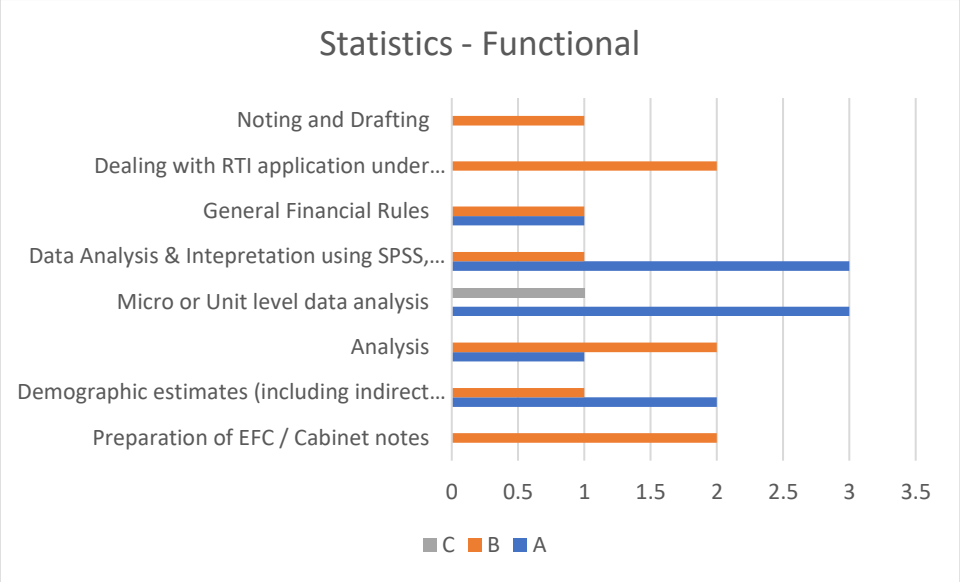
Behavioural	3
Domain	0
Functional	8



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

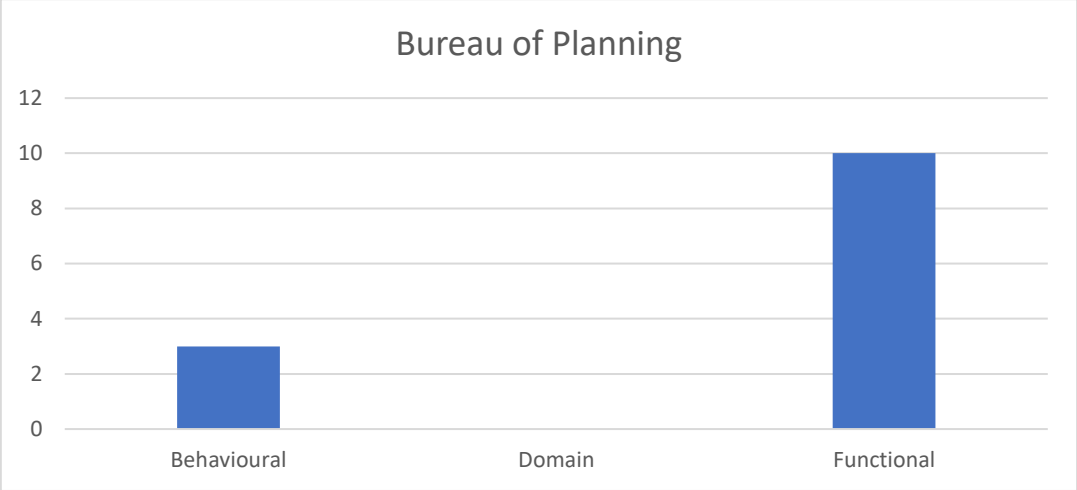
Behavioural Competencies	**Chief Director (JS level)**	**Joint Director (DS level)**	**Dy./Asst Director**	**Sr. Statistics Officer / DEO - Grade B**	**Duration of training**
Communication & Presentation skills		A	A	B	1 week
Physical & Mental Fitness		A	A	B	1 week
Time Management					
Functional Competencies	**Chief Director (JS level)**	**Joint Director (DS level)**	**Dy./Asst Director**	**Sr. Statistics Officer / DEO - Grade B**	**Duration of training**
Preparation of EFC / Cabinet notes		B	B		1 week
Demographic estimates (including indirect methods of estimation)		A	A	B	1 week
Analysis	A	B	B		1 week
Micro or Unit level data analysis	A	A	A	C	1 week
Data Analysis & Interpretation using SPSS, SAS, R, Python, Excel	A	A	A	B	1 week
General Financial Rules			A	B	1 week
Dealing with RTI application under provisions of RTI Act, 2005			B	B	1 day
Noting and Drafting				B	1 day

2.12. Bureau of Planning

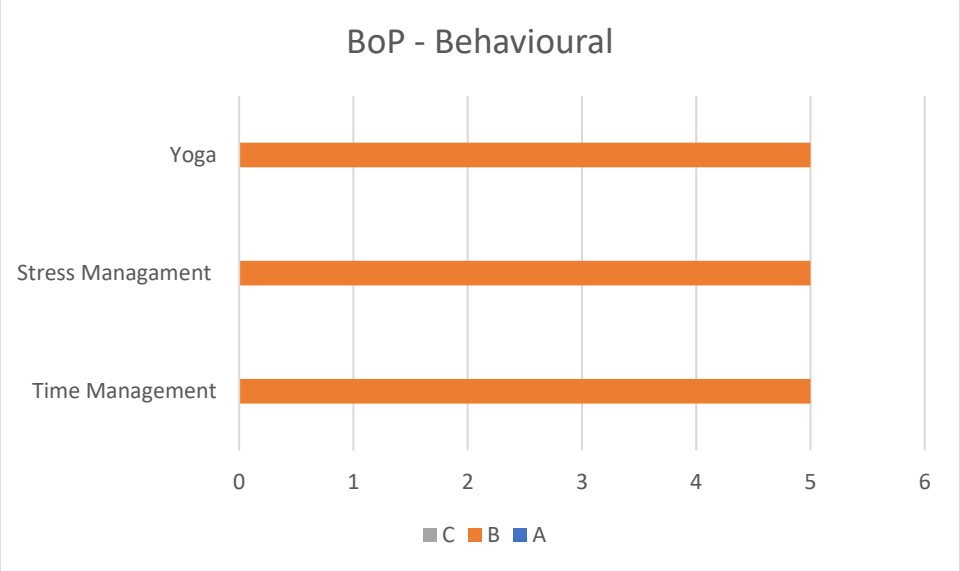
The Bureau of Planning Division. in the Department of Health and Family Welfare deals with coordination and formulation of the National Health Policy, compilation of the National Health Accounts, and organizing the meetings of Central Council of Health and Family Welfare an apex body of Ministry of Health and Family Welfare. Preparation of position paper on status of health sector and Government's health interventions in the Indian economy for the Economic Survey and the mid-term appraisal is done by this Division. The Bureau also coordinates issues pertaining to health sector schemes of Department of Health 86 Family Welfare, impacting the welfare of SC/ST and minority community.

Overview of the competencies requested by the division.

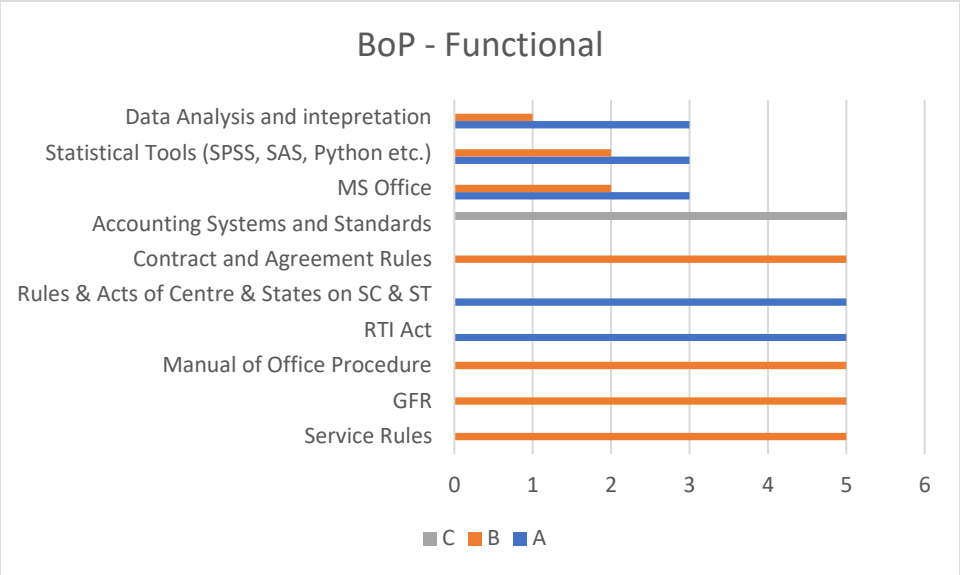
Behavioural	3
Domain	0
Functional	10



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

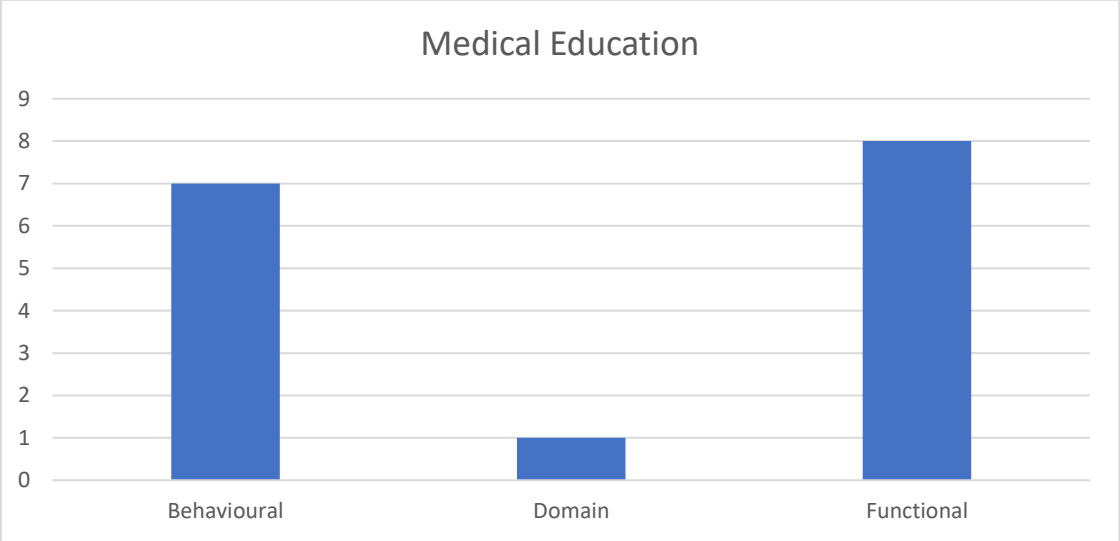
Details of all competencies for the division.

Behavioural Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**	**Duration of training**
Time Management	B	B	B	B	B	1 week
Stress Management	B	B	B	B	B	1 week
Yoga	B	B	B	B	B	1 week
Service Rules	B	B	B	B	B	1 week
Functional Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**	**Duration of training**
GFR	B	B	B	B	B	1 week
Manual of Office Procedure	B	B	B	B	B	1 week
RTI Act	A	A	A	A	A	3 days
Rules & Acts of Centre & States on SC & ST	A	A	A	A	A	2 days
Contract and Agreement Rules	B	B	B	B	B	1 day
Accounting Systems and Standards	C	C	C	C	C	1 week
MS Office	A	A	A	B	B	1 week
Statistical Tools (SPSS, SAS, Python etc.)	A	A	A	B	B	1 week
Data Analysis and interpretation	A	A	A	B		1 week

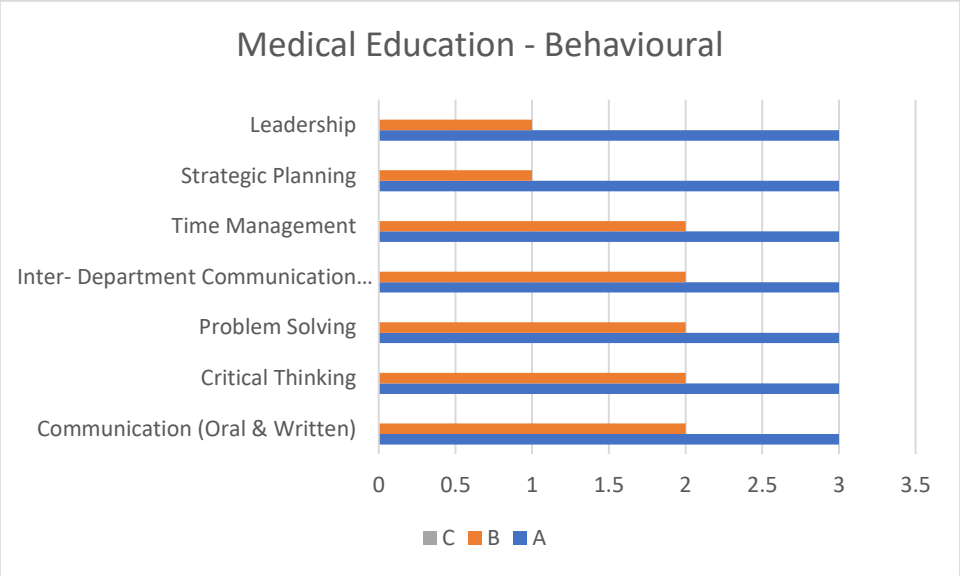
2.13. Medical Education

Overview of the competencies requested by the division.

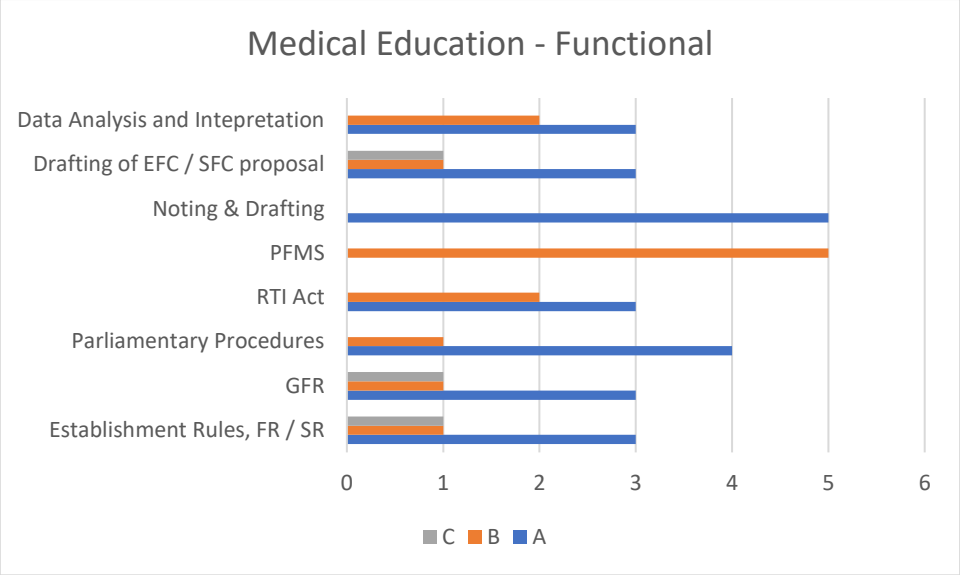
Behavioural	7
Domain	1
Functional	8



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

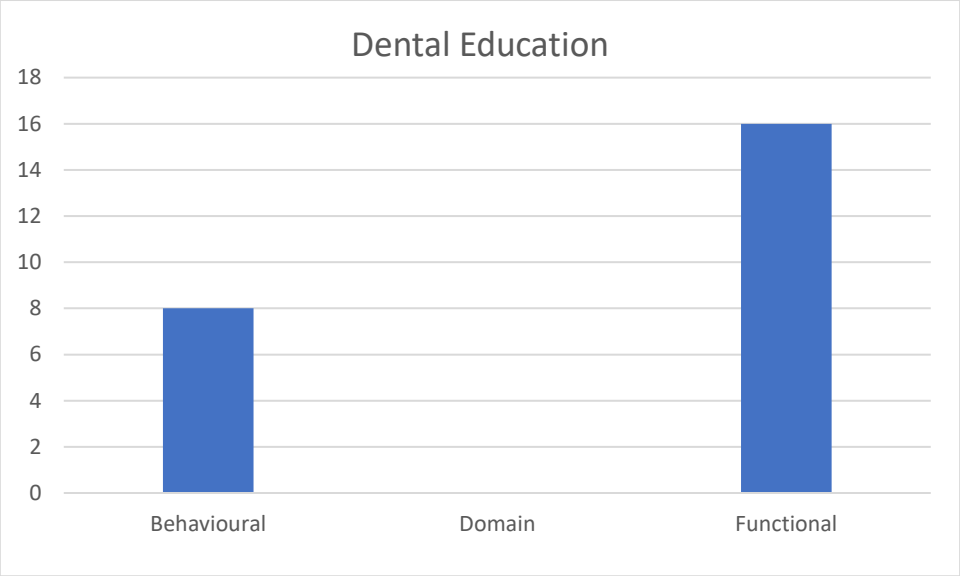
Behavioural Competencies	**JS**	**Director**	**US**	**SO**	**ASO**
Communication (Oral & Written)	A	A	A	B	B
Critical Thinking	A	A	A	B	B
Problem Solving	A	A	A	B	B
Inter- Department Communication (Collaboration & Responsibility sharing)	A	A	A	B	B
Time Management	A	A	A	B	B
Strategic Planning	A	A	A	B	
Leadership	A	A	A	B	
Domain Competencies	**JS**	**Director**	**US**	**SO**	**ASO**
Best practices in Medical Education	B	B	B	B	B
Functional Competencies	**JS**	**Director**	**US**	**SO**	**ASO**
Establishment Rules, FR / SR	A	A	A	B	C
GFR	A	A	A	B	C
Parliamentary Procedures	A	A	A	A	B
RTI Act	A	A	A	B	B
PFMS	B	B	B	B	B
Noting & drafting	A	A	A	A	A
Drafting of EFC / SFC proposal	A	A	A	B	C
Data Analysis and interpretation	A	A	A	B	B

2.14. Dental Education

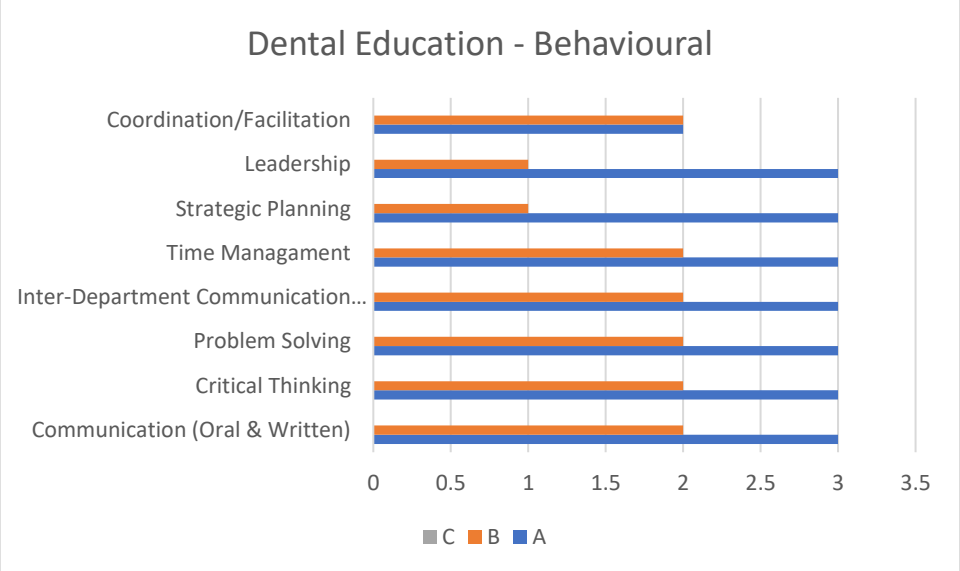
The division. approved Dental Colleges in India for conducting B.D.S. course. They are in charge of Dental Council of India Regulations, 2006, implementation of new DCI regulations as well as deal with the applications received for MDS scheme 2021-22.

Overview of the competencies requested by the division.

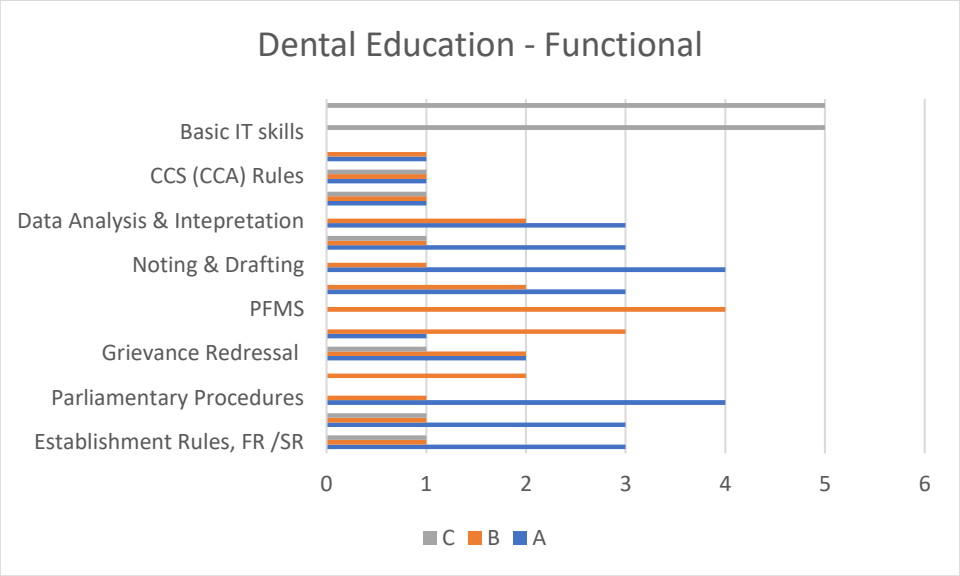
Behavioural	8
Domain	0
Functional	16



Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

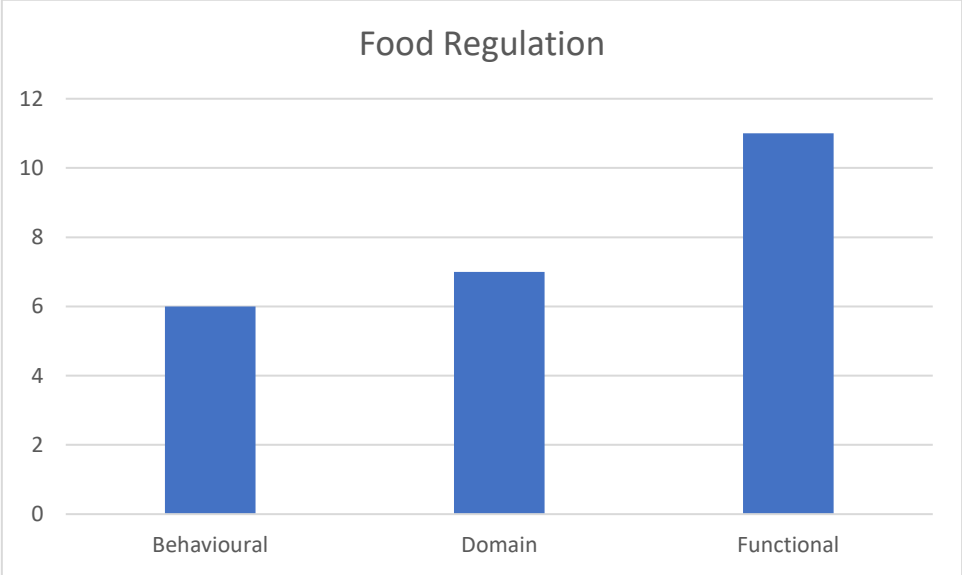
Behavioural Competencies	JS	Dir./DS	US/Dy.Dir	SO	ASO	Duration of training
Communication (Oral & Written)	A	A	A	B	B	
Critical Thinking	A	A	A	B	B	
Problem Solving	A	A	A	B	B	
Inter-Department Communication (Collaboration & Responsibility Sharing)	A	A	A	B	B	
Time Management	A	A	A	B	B	
Strategic Planning	A	A	A	B		
Leadership	A	A	A	B		
Coordination/Facilitation	A	A	B	B		
Functional Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**	**Duration of training**
Establishment Rules, FR /SR	A	A	A	B	C	
GFR	A	A	A	B	C	
Parliamentary Procedures	A	A	A	A	B	
GeM portal	B	B				
Grievance Redressal	A	A	B	B	C	
RTI		B	A	B	B	
PFMS		B	B	B	B	
LIMBS	A	A	A	B	B	
Noting & Drafting	B	A	A	A	A	
Drafting of EFC / SFC proposal	A	A	A	B	C	
Data Analysis & interpretation	A	A	A	B	B	

Drafting Cabinet notes	A	B	C			
CCS (CCA) Rules	A	B	C			
CPGRAMS portal		A	B			
Basic IT skills	C	C	C	C	C	
Cyber Security skills	C	C	C	C	C	

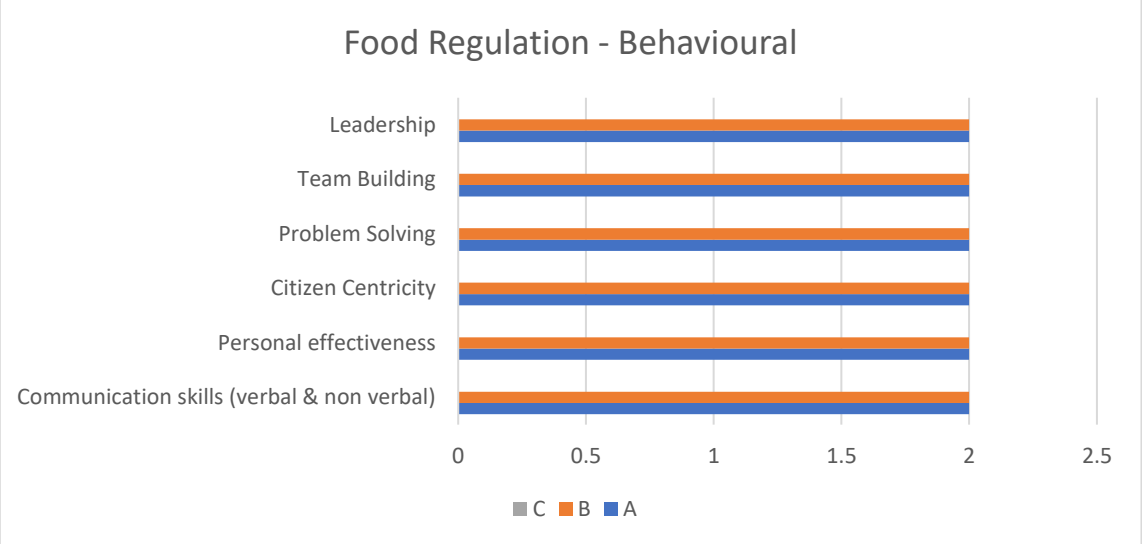
2.15. Food Regulation

Overview of the competencies requested by the division.

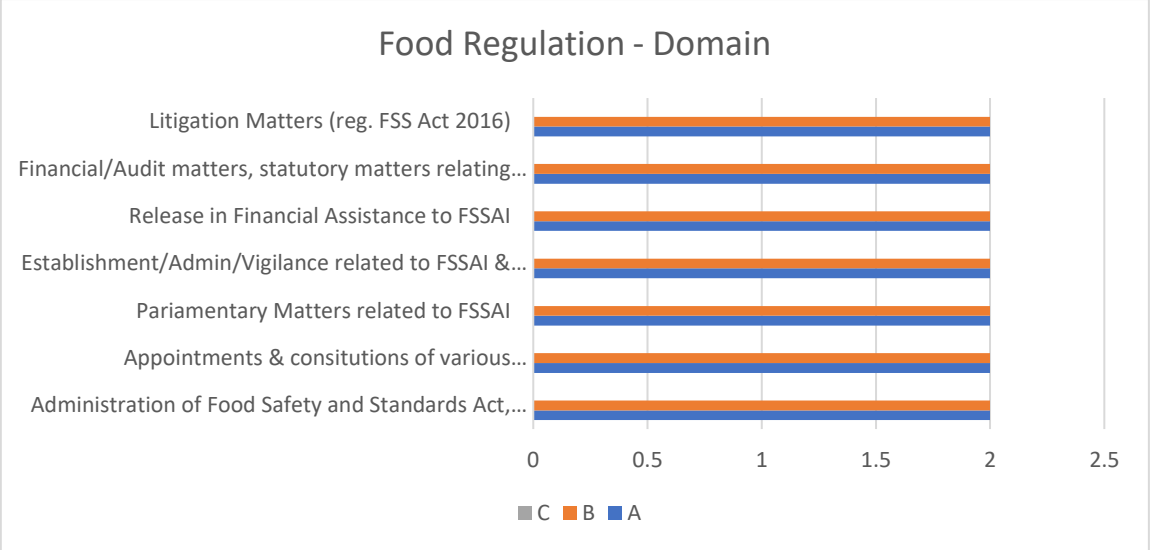
Behavioural	6
Domain	7
Functional	11



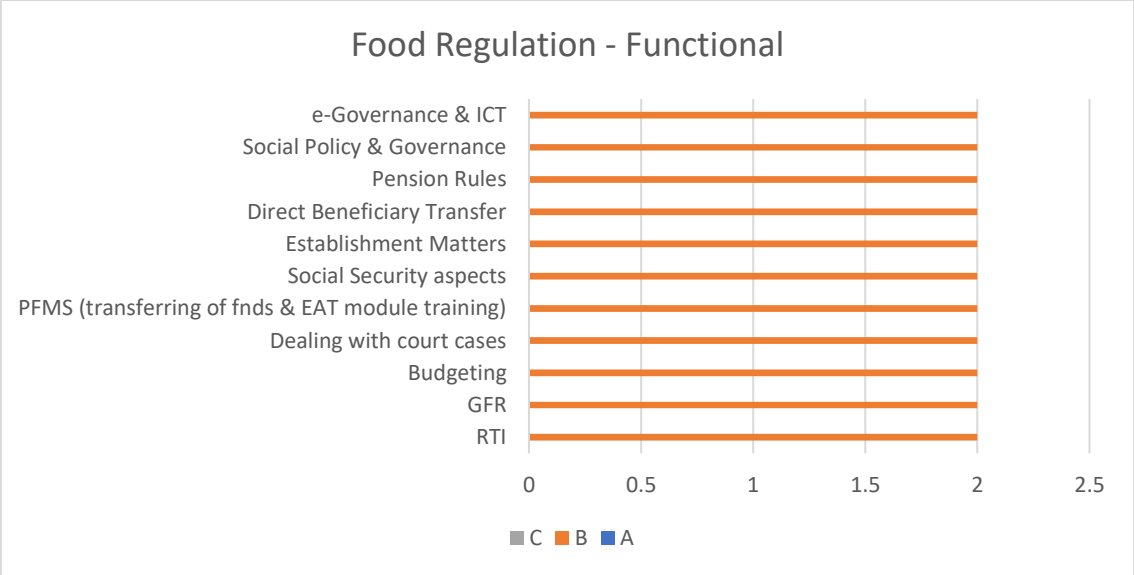
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

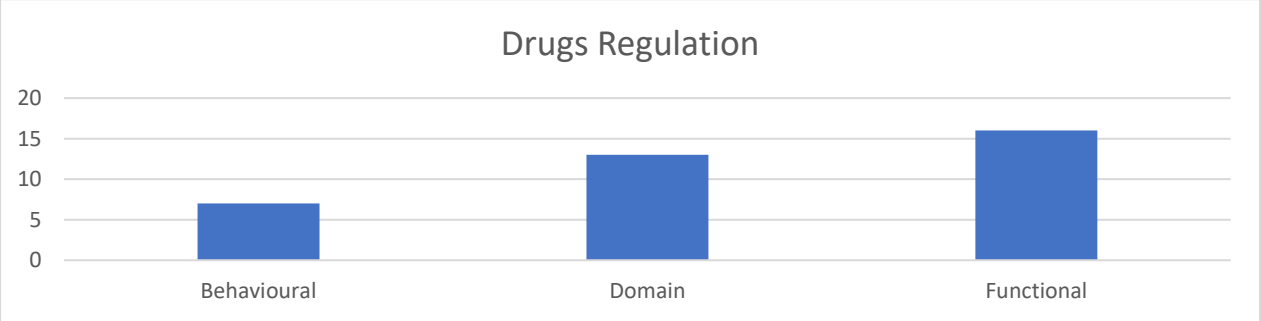
Behavioural Competencies	JS	Dir./DS	US/Dy.Dir	SO	ASO	Duration of training
Communication skills (verbal & non-verbal)		B	B	A	A	2 weeks
Personal effectiveness		B	B	A	A	1 week
Citizen Centricity		B	B	A	A	2 weeks
Problem Solving		B	B	A	A	2 weeks
Team Building		B	B	A	A	1 week
Leadership		B	B	A	A	1 week
Domain Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**	**Duration of training**

Administration of Food Safety and Standards Act, 2016 and rules and regulations thereunder		B	B	A	A	2 weeks
Appointments & constitutions of various Committees/statutory posts under the Act		B	B	A	A	1 week
Parliamentary Matters related to FSSAI		B	B	A	A	2 weeks
Establishment/Admin/Vigilance related to FSSAI & regional offices		B	B	A	A	2 weeks
Release in Financial Assistance to FSSAI		B	B	A	A	2 weeks
Financial/Audit matters, statutory matters relating to Acts/Rules/Regulations amendments		B	B	A	A	2 weeks
Litigation Matters (reg. FSS Act 2016)		B	B	A	A	2 weeks
Functional Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**	**Duration of training**
RTI		B	B	A	A	1 week
GFR		B	B	A	A	2 weeks
Budgeting		B	B	A	A	1 week
Dealing with court cases		B	B	A	A	2 weeks
PFMS (transferring of funds & EAT module training)		B	B	A	A	2 weeks
Social Security aspects		B	B	A	A	2 weeks
Establishment Matters		B	B	A	A	2 weeks
Direct Beneficiary Transfer		B	B	A	A	2 weeks
Pension Rules		B	B	A	A	1 week
Social Policy & Governance		B	B	A	A	1 week
e-Governance & ICT		B	B	A	A	2 weeks

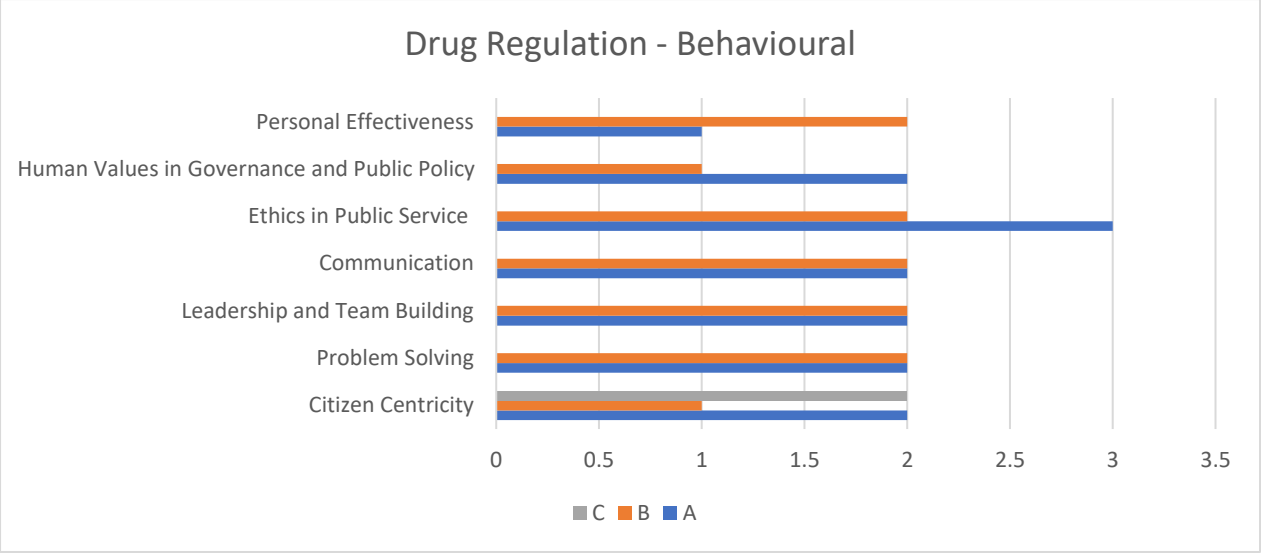
2.16. Drugs Regulation

Overview of the competencies requested by the division.

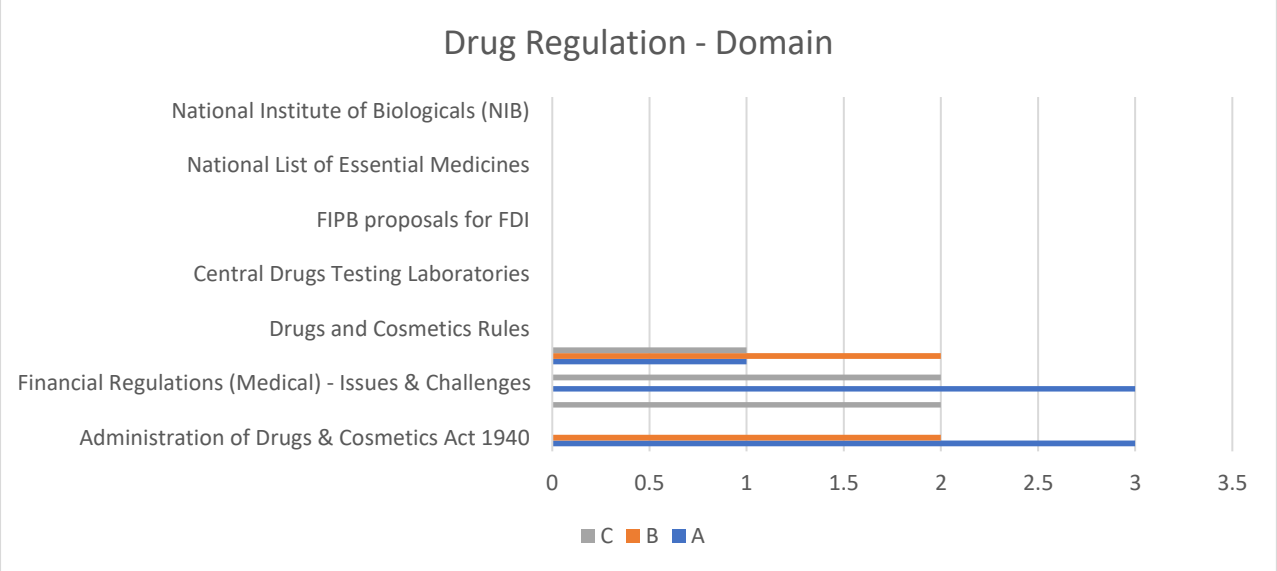
Behavioural	7
Domain	13
Functional	16



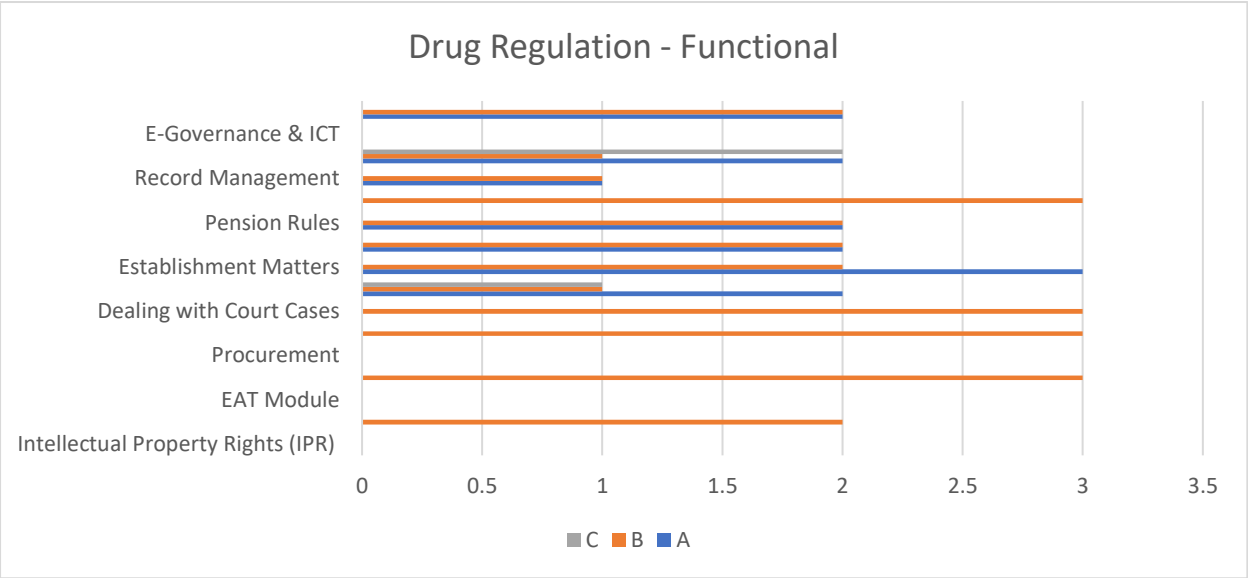
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

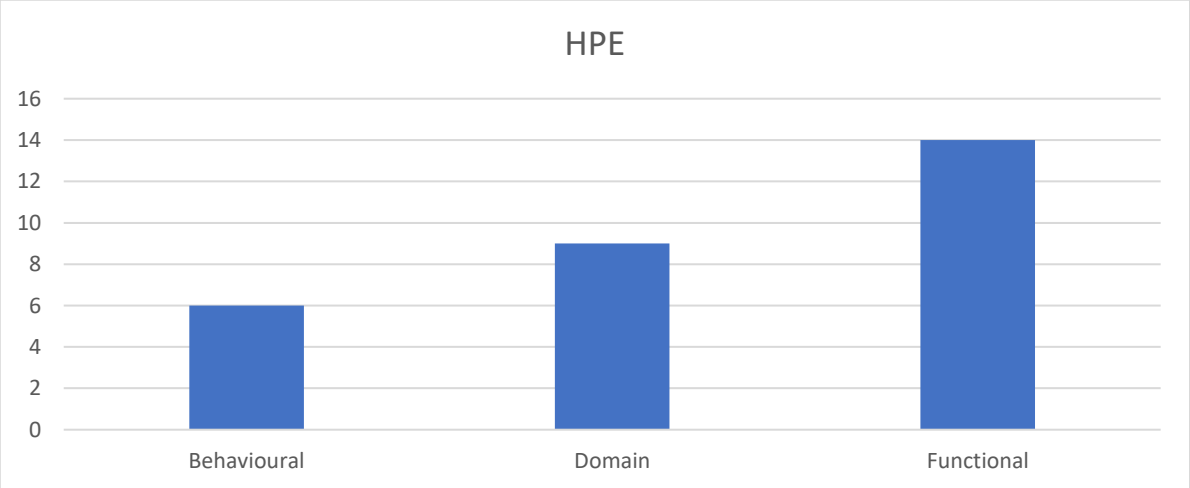
Behavioural Competencies	JS	Dir./DS	US/Dy. Dir	SO	ASO	Duration of Training
Citizen Centricity	A	A	B	C	C	2 weeks
Problem Solving	A	A	B	B		2 weeks
Leadership and Team Building	A	A	B	B		1 week
Communication		A	A	B	B	2 weeks
Ethics in Public Service	A	A	A	B	B	2 weeks
Human Values in Governance and Public Policy		A	A	B		1 week
Personal Effectiveness		A	B	B		1 week
Domain Competencies	**JS**	**Dir./DS**	**US/Dy. Dir**	**SO**	**ASO**	**Duration of Training**
Administration of Drugs & Cosmetics Act 1940	A	A	A	B	B	2 weeks
National Programme for the Health Care of the Elderly				C	C	1 week
Financial Regulations (Medical) - Issues & Challenges	A	A	A	C	C	2 weeks
Global Best Practices in Health & Family Welfare etc	A	B	B	C		2 weeks
Drugs and Cosmetics Rules						
Central Drugs Standard Control Organisation (CDSCO)						
Central Drugs Testing Laboratories						
Applicability to licensing of manufacturing of drugs						
FIPB proposals for FDI						
Strengthening of State Drug Regulatory System						
National List of Essential Medicines						

Indian Pharmacopoeia Commission (IPC)						
National Institute of Biologicals (NIB)						
Functional Competencies	**JS**	**Dir./DS**	**US/Dy. Dir**	**SO**	**ASO**	**Duration of Training**
Intellectual Property Rights (IPR)						
PFMS				B	B	2 weeks
EAT Module						
GFR			B	B	B	2 weeks
Procurement						
Budgeting			B	B	B	1 week
Dealing with Court Cases			B	B	B	2 weeks
Social Security Aspects	A	A	B	C		2 weeks
Establishment Matters	A	A	A	B	B	2 weeks
Direct Beneficiary Transfer	A	A	B	B		2 weeks
Pension Rules		A	A	B	B	1 week
DFPR		B	B	B		2 weeks
Record Management				A	B	2 weeks
Social Policy and Governance	A	A	B	C	C	1 week
E-Governance & ICT						2 weeks
RTI		A	A	B	B	2 weeks

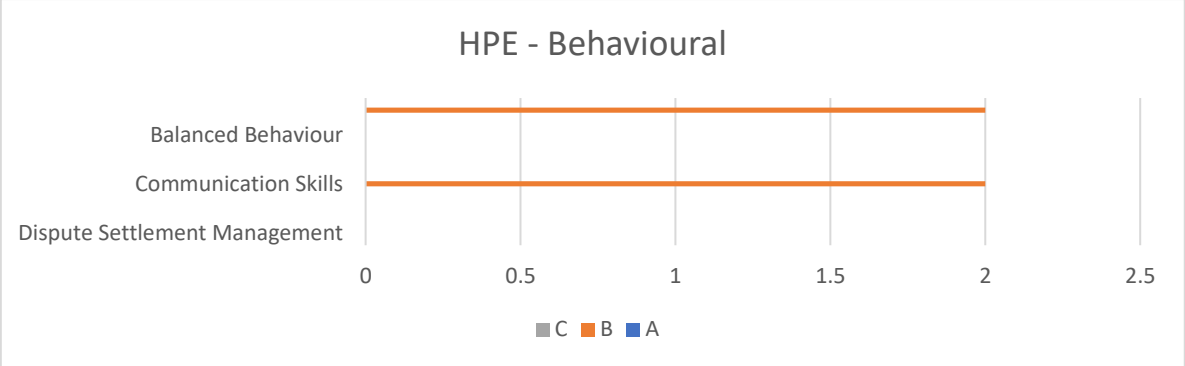
2.17. HPE

Overview of the competencies requested by the division.

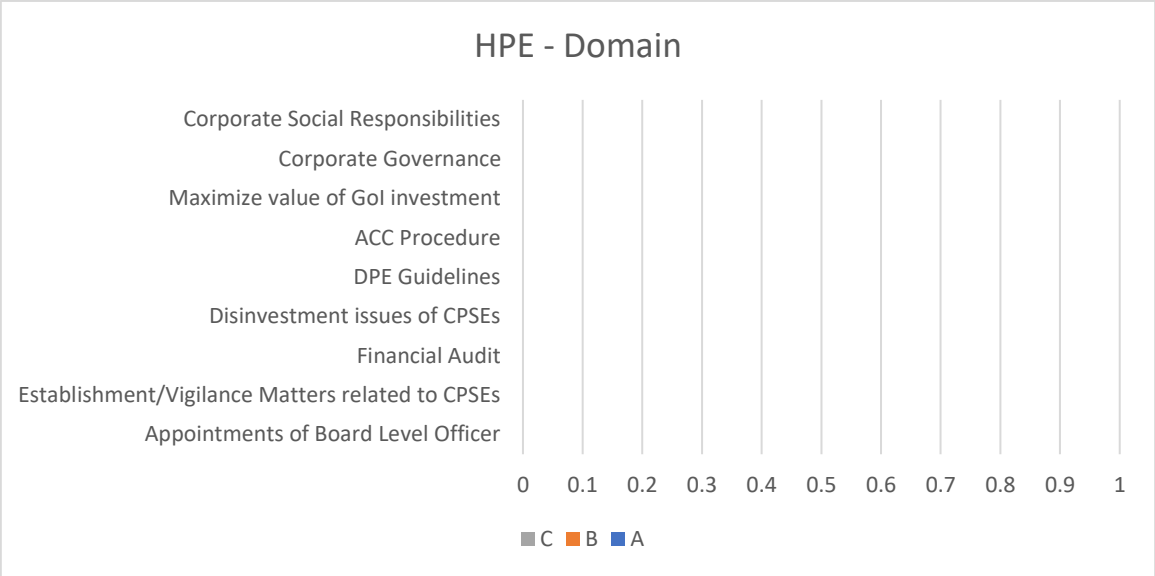
Behavioural	6
Domain	9
Functional	14



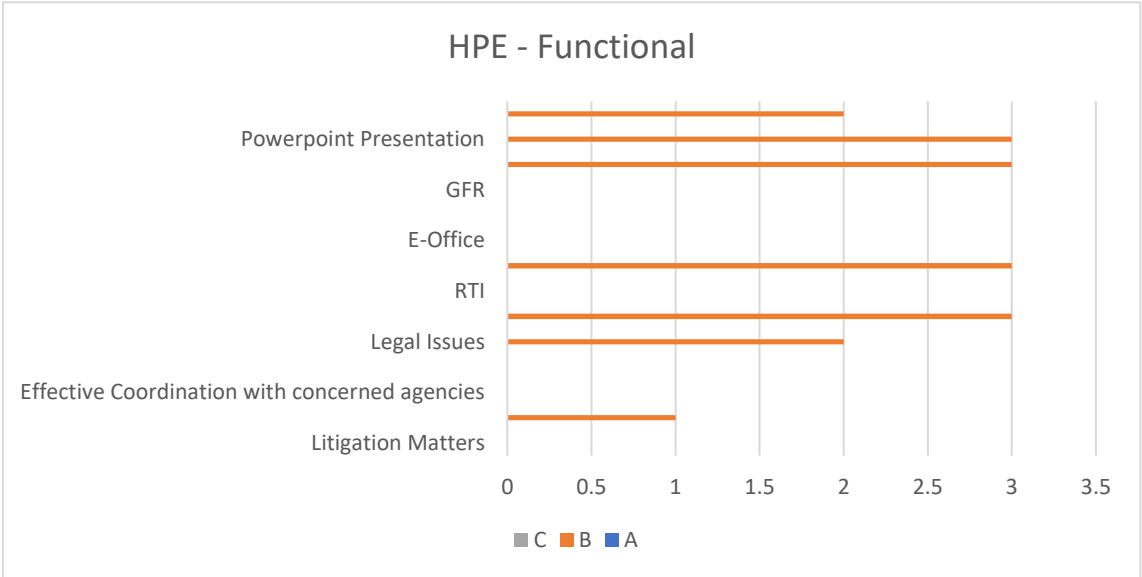
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

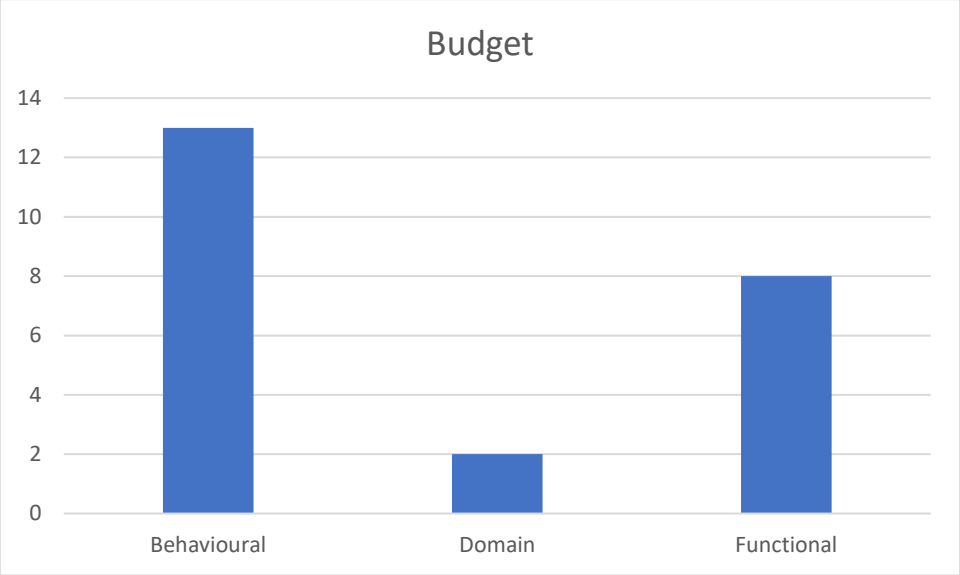
Details of all competencies for the division.

Behavioural Competencies	JS	Dir./DS	US/Dy. Dir.	SO	ASO	Duration of Training
Dispute Settlement Management						1 week
Effective Supervision						
Communication Skills				B	B	1 week
Sympathetic Attitude						
Balanced Behaviour						
Time Management				B	B	1 week
Domain Competencies	**JS**	**Dir./DS**	**US/Dy. Dir.**	**SO**	**ASO**	**Duration of Training**
Appointments of Board Level Officer						
Establishment/Vigilance Matters related to CPSEs						1 week
Financial Audit						
Disinvestment issues of CPSEs						
DPE Guidelines						
ACC Procedure						
Maximize value of GoI investment						
Corporate Governance						1 week
Corporate Social Responsibilities						1 week
Functional Competencies	**JS**	**Dir./DS**	**US/Dy. Dir.**	**SO**	**ASO**	**Duration of Training**
Litigation Matters						
Manual of Office Procedure					B	1 week
Effective Coordination with concerned agencies						
Parliament Matters						1 week
Legal Issues			B	B		1 week
Procurement			B	B	B	1 week
RTI						
Budgeting			B	B	B	1 week
E-Office						
Noting and Drafting						
GFR						
Data Analysis			B	B	B	1 week
PowerPoint Presentation			B	B	B	1 week
Record Management				B	B	1 week

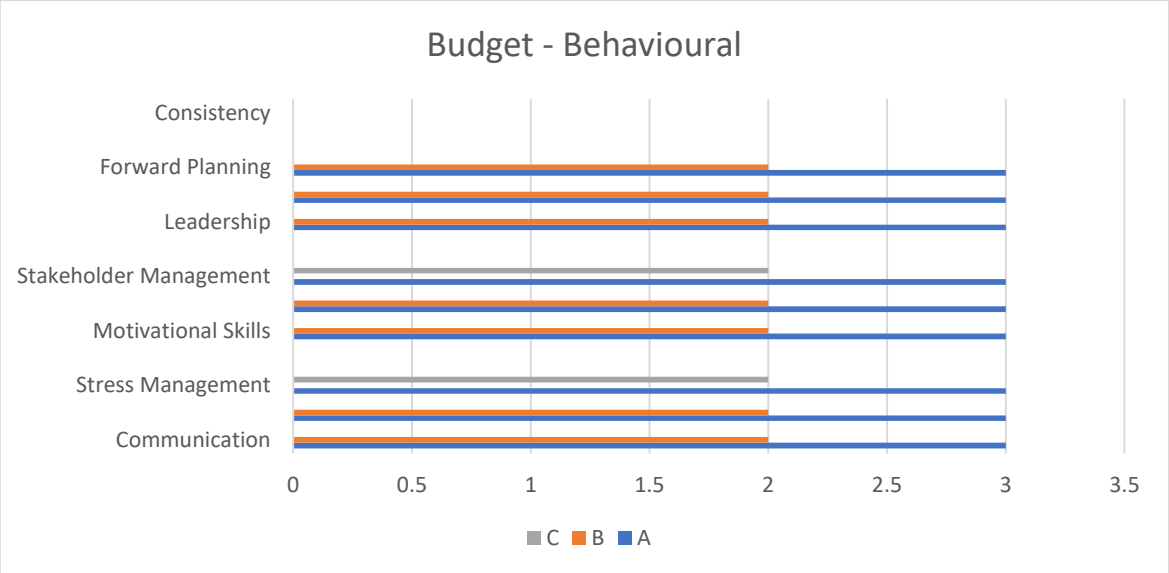
2.18. Budget

Overview of the competencies requested by the division.

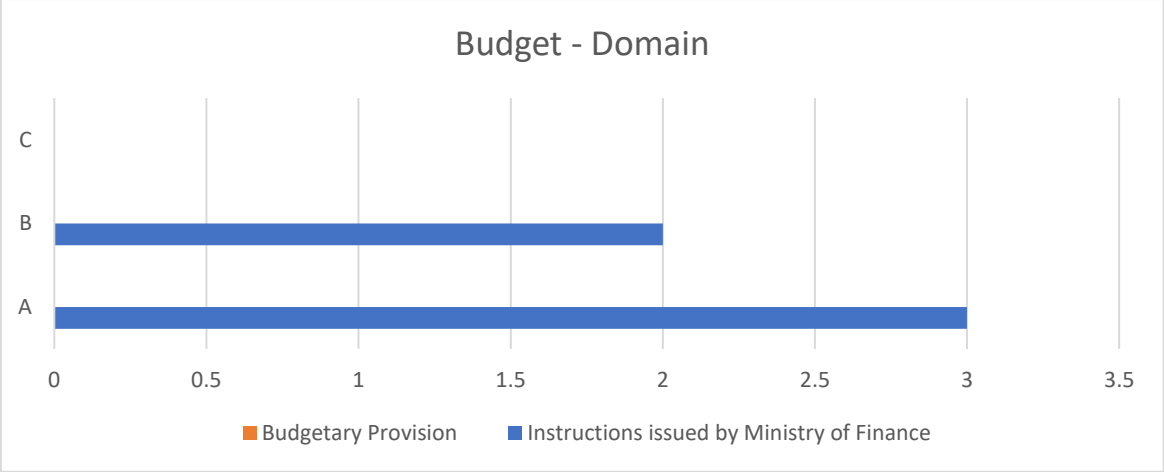
Behavioural	13
Domain	2
Functional	8



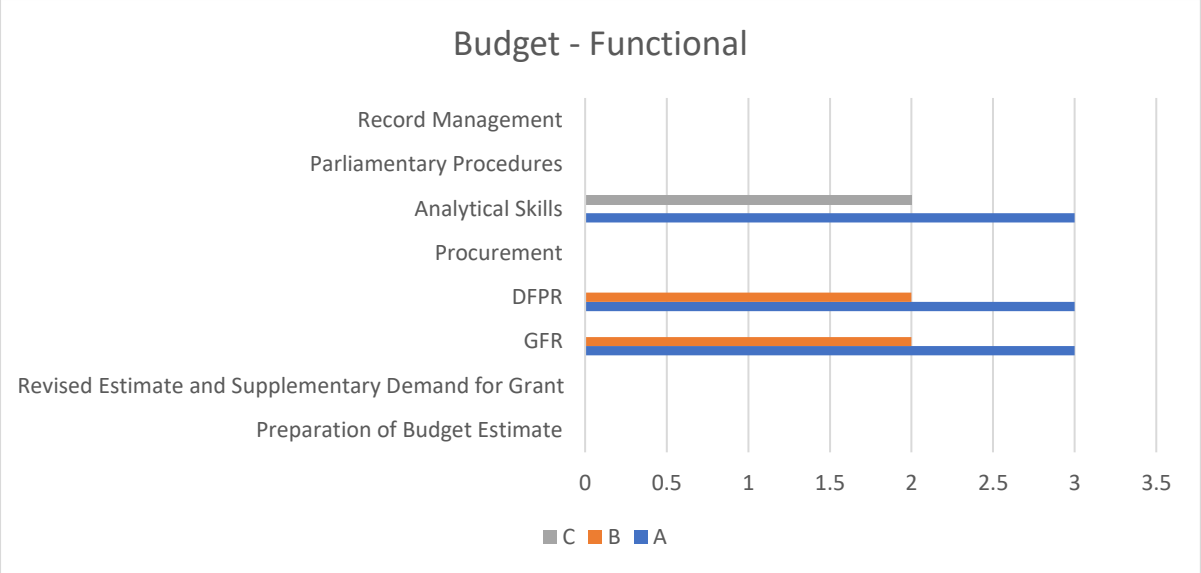
Distribution of competency training requested by the division.



Distribution of behavioural competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

Details of all competencies for the division.

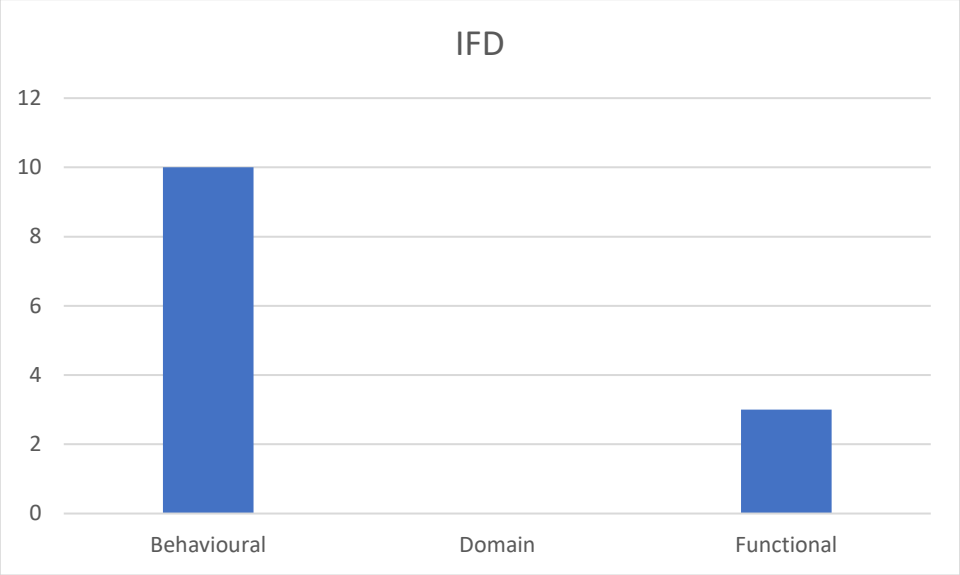
Behavioural Competencies	JS	Dir./ DS	US/Dy. Dir	SO	ASO	Duration of Training
Communication	A	A	A	B	B	1 day
Inter-Personal Skills	A	A	A	B	B	1 day
Stress Management	A	A	A	C	C	2 days
Yoga						
Motivational Skills	A	A	A	B	B	1 day
Team Management	A	A	A	B	B	1 day
Stakeholder Management	A	A	A	C	C	1 day
Time Management						
Leadership	A	A	A	B	B	2 days
Mentoring	A	A	A	B	B	1 day
Forward Planning	A	A	A	B	B	1 day

Decision Making Ability						
Consistency						
Domain Competencies	**JS**	**Dir./ DS**	**US/Dy. Dir**	**SO**	**ASO**	**Duration of Training**
Instructions issued by Ministry of Finance	A	A	A	B	B	2 weeks
Budgetary Provision						
Functional Competencies	**JS**	**Dir./ DS**	**US/Dy. Dir**	**SO**	**ASO**	**Duration of Training**
Preparation of Budget Estimate						
Revised Estimate and Supplementary Demand for Grant						
GFR	A	A	A	B	B	2 weeks
DFPR	A	A	A	B	B	2 weeks
Procurement						
Analytical Skills	A	A	A	C	C	1 day
Parliamentary Procedures						
Record Management						

2.19. IFD

Overview of the competencies requested by the division.

Behavioural	10
Domain	0
Functional	3



Distribution of competency training requested by the division.

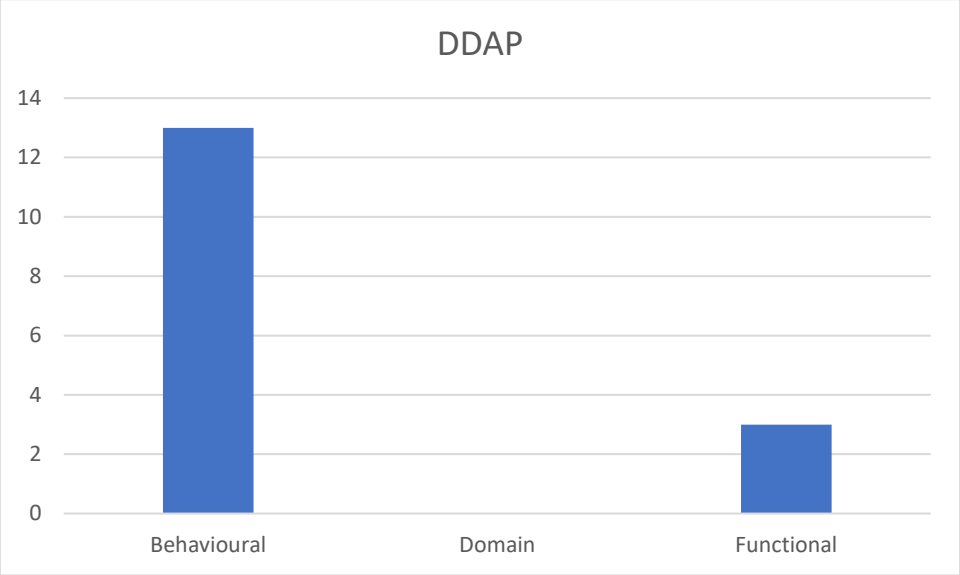
Details of all competencies for the division.

Behavioural Competencies
Time Management
Leadership
Mentoring
Inter-Personal Skills
Team Management
Motivational Skills
Forward Planning
Consistency
Decision Making Ability
Communication
Functional Competencies
GFR
DFPR
Analytics

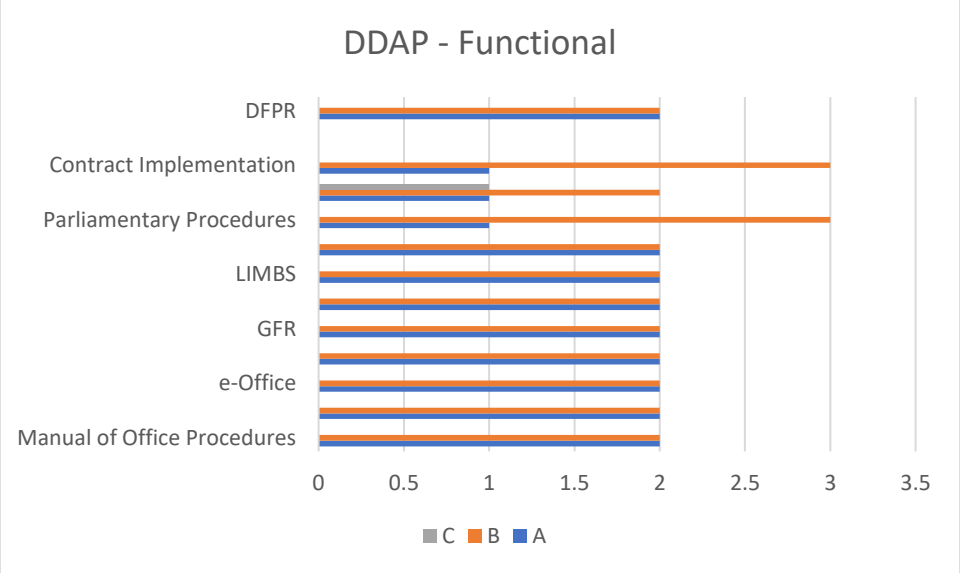
2.20. Drug De-Addiction Programme DDAP

Overview of the competencies requested by the division.

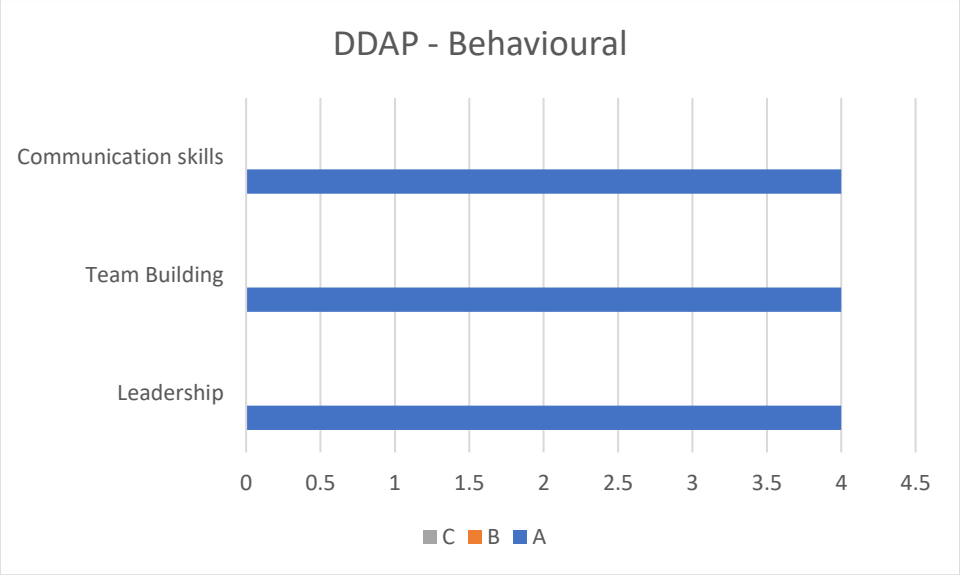
Behavioural	13
Domain	0
Functional	3



Distribution of competency training requested by the division.



Distribution of functional competency training requested by the division.



Distribution of behavioural competency training requested by the division.

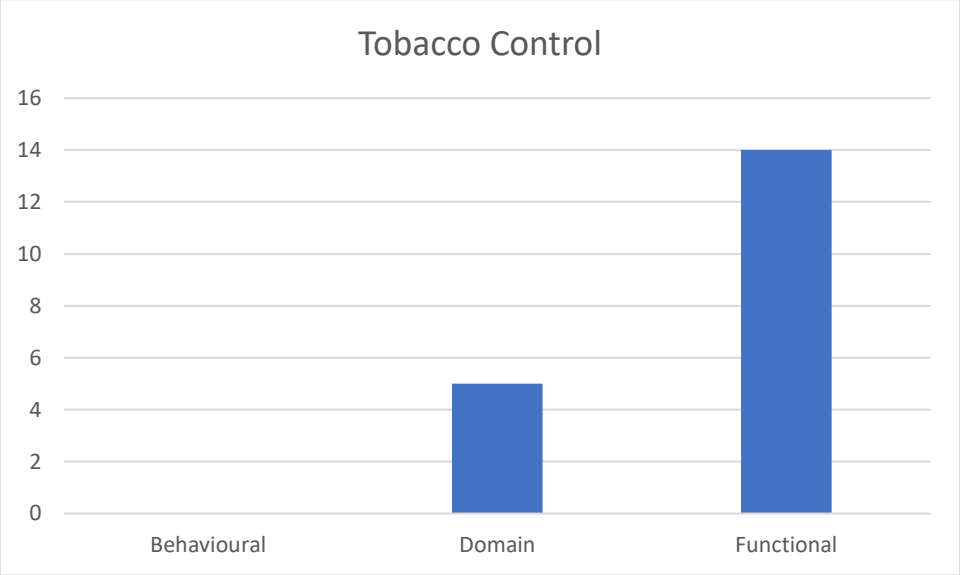
Details of all competencies for the division.

Functional Competencies	JS	Dir./DS	US/Dy.Dir	SO	ASO	Duration of Training
Manual of Office Procedures		A	A	B	B	1 week
Organisational Awareness		A	A	B	B	1 week
e-Office		A	A	B	B	1 week
Computer Skills		A	A	B	B	1 week
GFR		A	A	B	B	1 week
PFMS		A	A	B	B	1 week
LIMBS		A	A	B	B	1 week
DFPR		A	A	B	B	1 week
Parliamentary Procedures		A	B	B	B	1 week
Data Analysis and Interpretation		A	B	B	C	1 week
Contract Implementation		A	B	B	B	1 week
Procurement (including costing)						1 week
DFPR		A	A	B	B	1 week
Behavioural Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**	**Duration of Training**
Leadership		A	A	A	A	1 week
Team Building		A	A	A	A	1 week
Communication skills		A	A	A	A	1 week

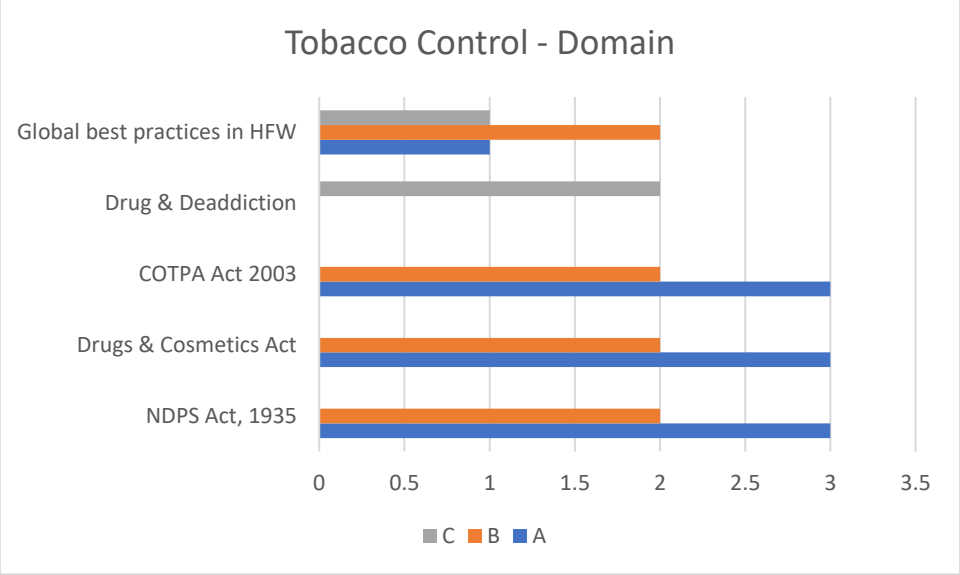
2.21. Tobacco Control

Overview of the competencies requested by the division.

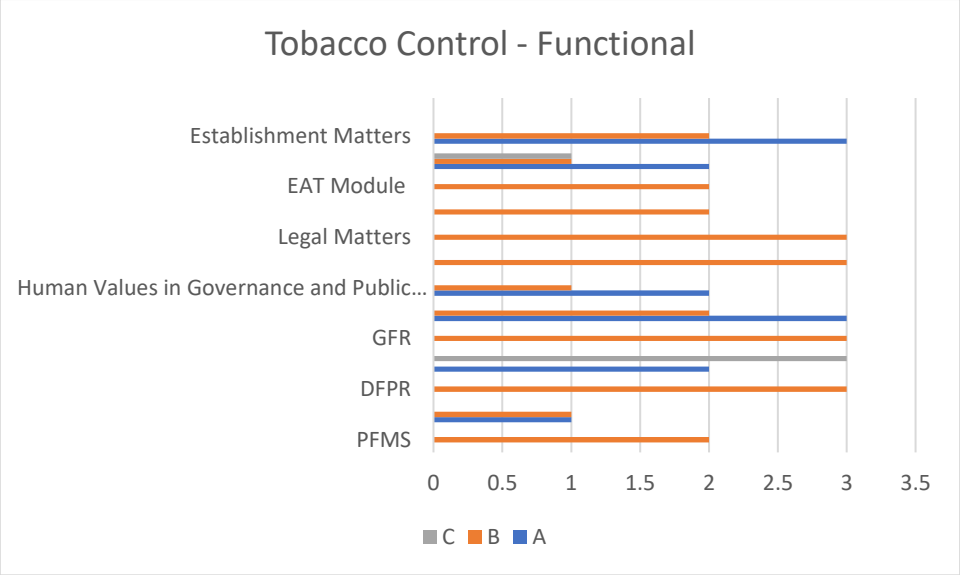
Behavioural	0
Domain	5
Functional	14



Distribution of competency training requested by the division.



Distribution of domain competency training requested by the division.



Distribution of functional competency training requested by the division.

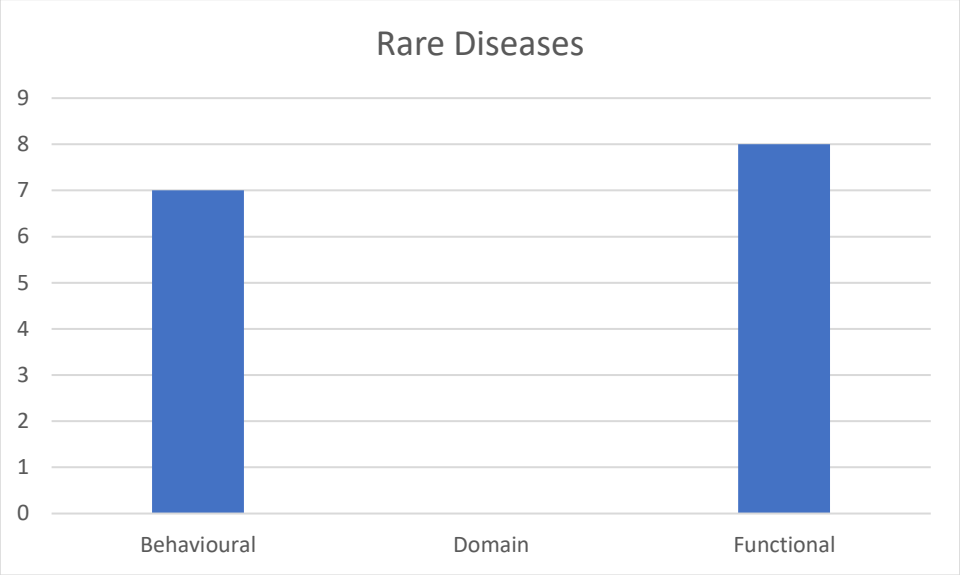
Details of all competencies for the division.

Domain Competencies	JS	Dir./DS	US/Dy.Dir	SO	ASO	Duration of Training
NDPS Act, 1935	A	A	A	B	B	2 weeks
Drugs & Cosmetics Act	A	A	A	B	B	2 weeks
COTPA Act 2003	A	A	A	B	B	2 weeks
Drug & Deaddiction				C	C	1 week
Global best practices in HFW		A	B	B	C	2 weeks
Functional Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**	**Duration of Training**
PFMS				B	B	2 weeks
Record Management				A	B	2 weeks
DFPR		B	B	B		2 weeks
Financial Regulations	A	A	C	C	C	2 weeks
GFR			B	B	B	2 weeks
Ethics in Public Service	A	A	A	B	B	2 weeks
Human Values in Governance and Public Policy		A	A	B		1 week
Budgeting			B	B	B	1 week
Legal Matters			B	B	B	2 weeks
PFMS				B	B	2 weeks
EAT Module				B	B	2 weeks
Social Security Aspects	A	A	B	C		2 weeks
Establishment Matters	A	A	A	B	B	2 weeks

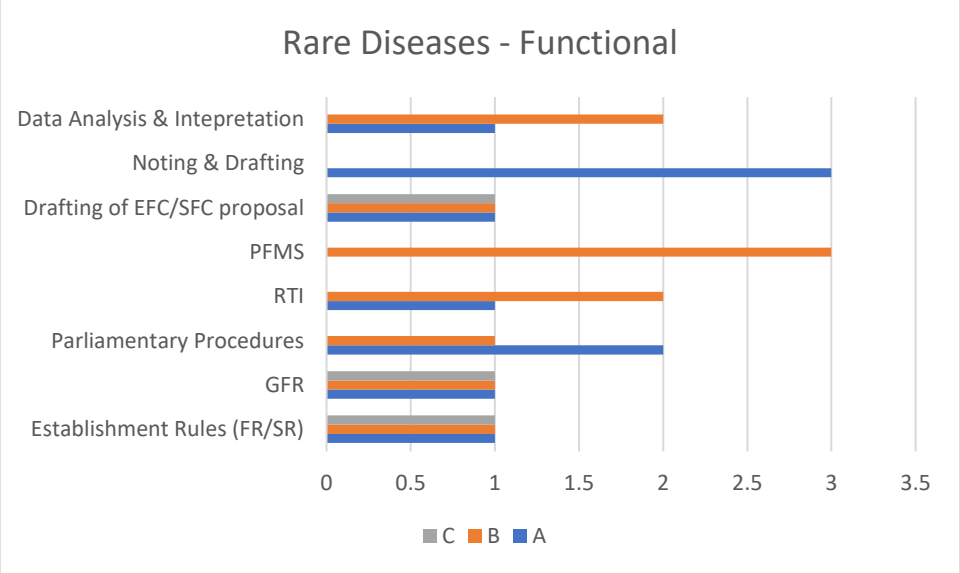
2.22. Rare Diseases

Overview of the competencies requested by the division.

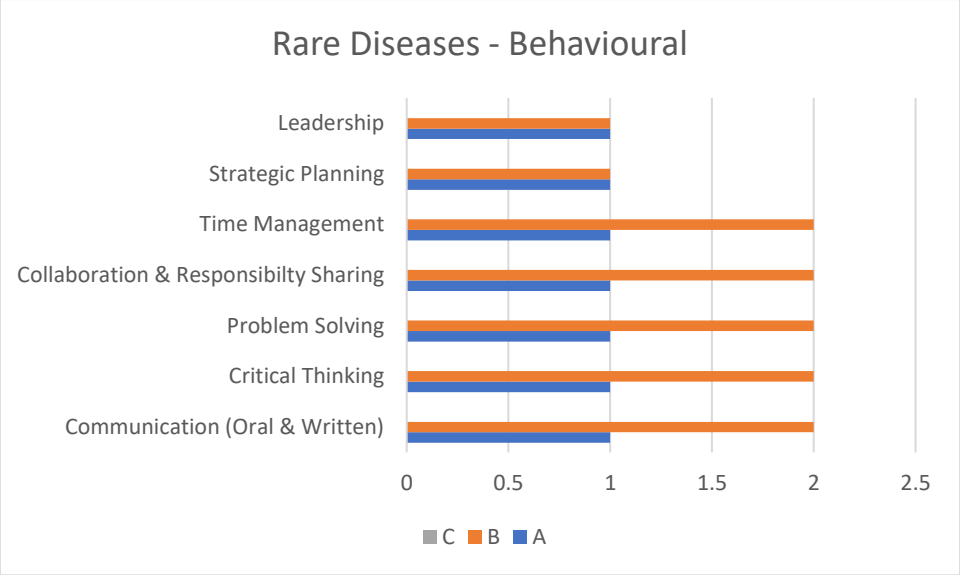
Behavioural	7
Domain	0
Functional	8



Distribution of competency training requested by the division.



Distribution of functional competency training requested by the division.



Distribution of behavioural competency training requested by the division.

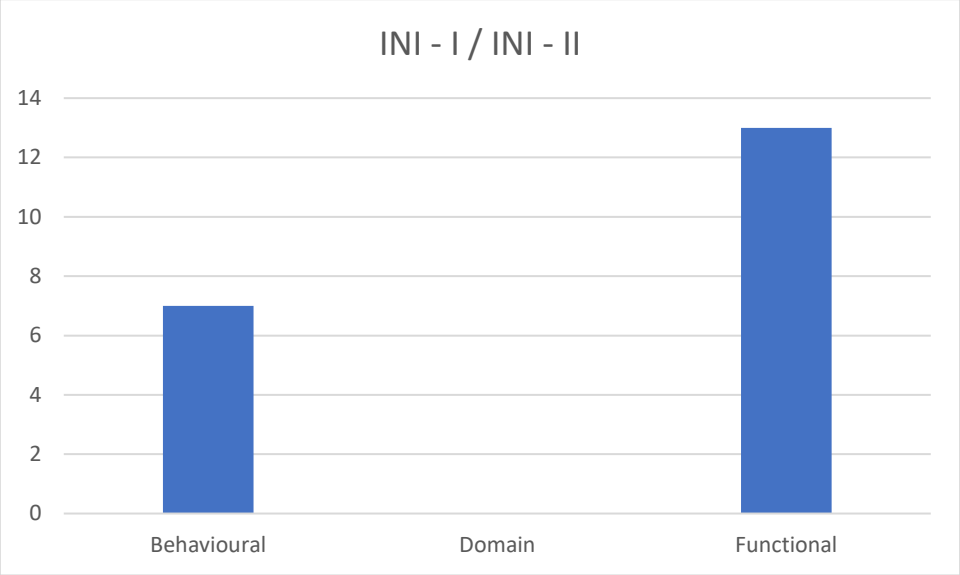
Details of all competencies for the division.

Functional Competencies	JS	Dir./DS	US/Dy.Dir	SO	ASO
Establishment Rules (FR/SR)			A	B	C
GFR			A	B	C
Parliamentary Procedures			A	A	B
RTI			A	B	B
PFMS			B	B	B
Drafting of EFC/SFC proposal			A	B	C
Noting & Drafting			A	A	A
Data Analysis & Interpretation			A	B	B
Behavioural Competencies	**JS**	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**
Communication (Oral & Written)			A	B	B
Critical Thinking			A	B	B
Problem Solving			A	B	B
Collaboration & Responsibility Sharing			A	B	B
Time Management			A	B	B
Strategic Planning			A	B	
Leadership			A	B	

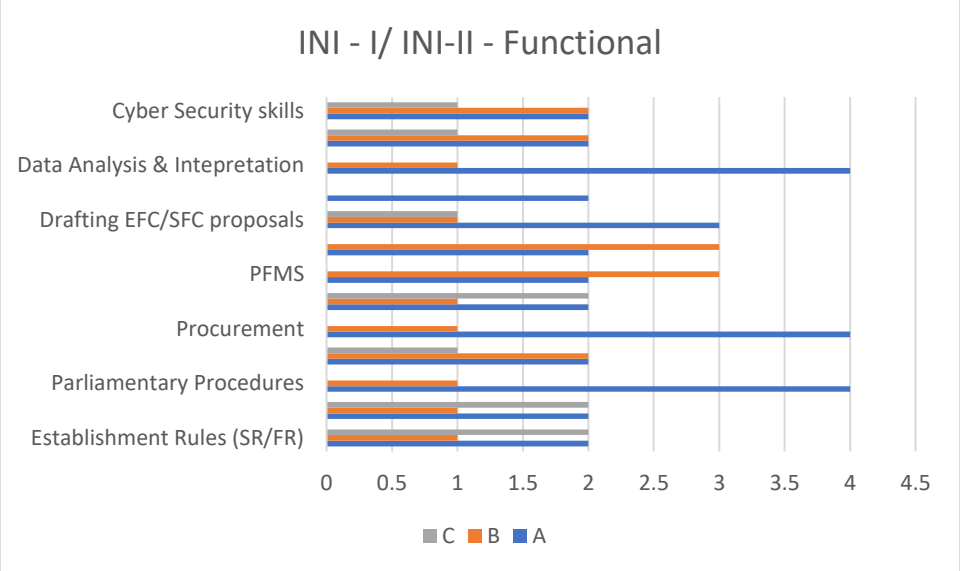
2.23. INI – I / INI – II

Overview of the competencies requested by the division.

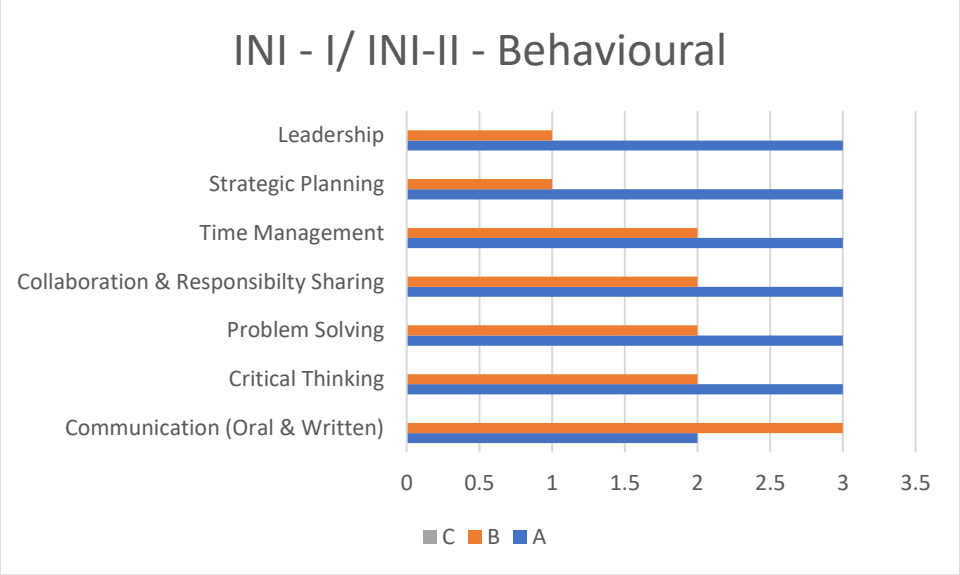
Behavioural	7
Domain	0
Functional	13



Distribution of competency training requested by the division.



Distribution of functional competency training requested by the division.



Distribution of behavioural competency training requested by the division.

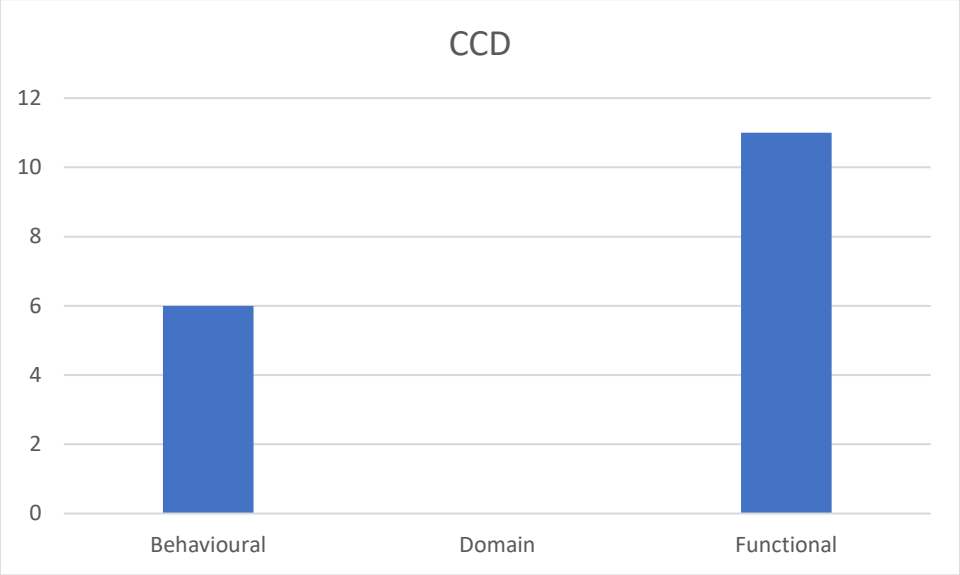
Details of all competencies for the division.

Functional Competencies	EA	Dir	US	SO	ASO
Establishment Rules (SR/FR)	A	A	B	C	C
GFR	A	A	B	C	C
Parliamentary Procedures	A	A	A	A	B
Budgeting	A	A	B	B	C
Procurement	A	A	A	A	B
RTI	A	A	B	C	C
PFMS	A	A	B	B	B
LIMBS	A	A	B	B	B
Drafting EFC/SFC proposals	A	A	A	B	C
Noting & Drafting				A	A
Data Analysis & Interpretation	A	A	A	A	B
IT Skills	A	A	B	B	C
Cyber Security skills	A	A	B	B	C
Behavioural Competencies	**EA**	**Dir**	**US**	**SO**	**ASO**
Communication (Oral & Written)	A	A	B	B	B
Critical Thinking	A	A	A	B	B
Problem Solving	A	A	A	B	B
Collaboration & Responsibility Sharing	A	A	A	B	B
Time Management	A	A	A	B	B
Strategic Planning	A	A	A	B	
Leadership	A	A	A	B	

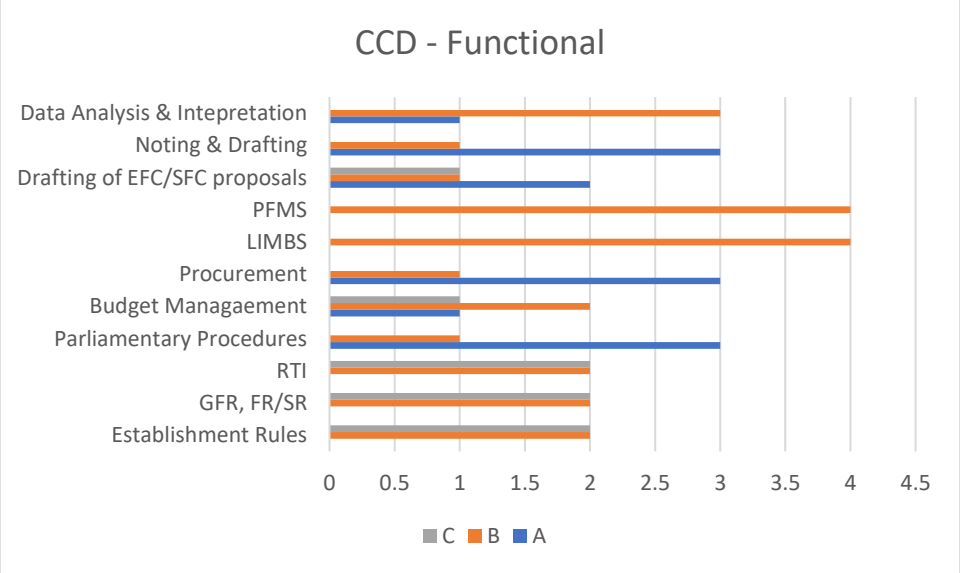
2.24. Continuity of care document (CCD)

Overview of the competencies requested by the division.

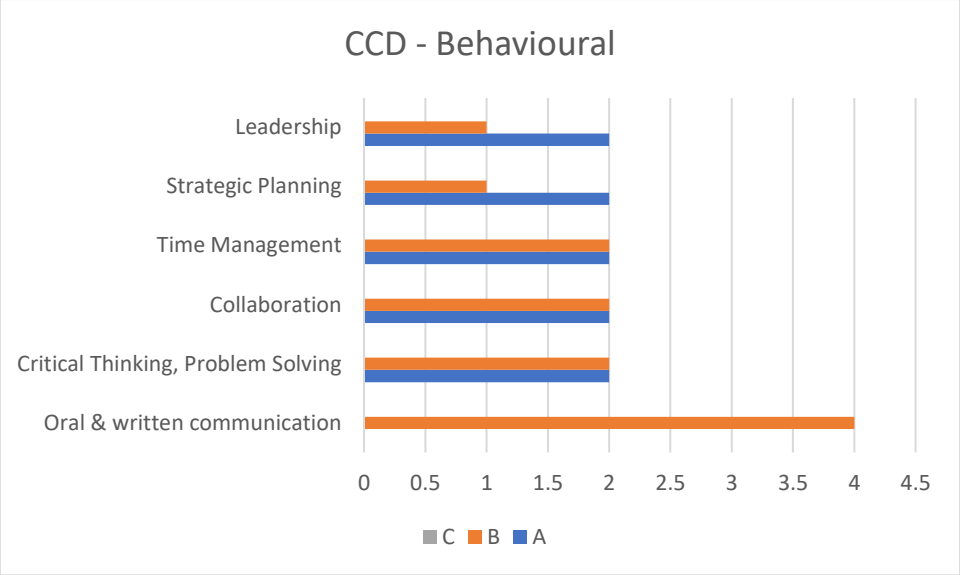
Behavioural	6
Domain	0
Functional	11



Distribution of competency training requested by the division.



Distribution of functional competency training requested by the division.



Distribution of behavioural competency training requested by the division.

Details of all competencies for the division.

Functional Competencies	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**
Establishment Rules	B	B	C	C
GFR, FR/SR	B	B	C	C
RTI	B	B	C	C
Parliamentary Procedures	A	A	A	B
Budget Management	A	B	B	C
Procurement	A	A	A	B
LIMBS	B	B	B	B
PFMS	B	B	B	B
Drafting of EFC/SFC proposals	A	A	B	C
Noting & Drafting	A	A	A	B
Data Analysis & Interpretation	A	B	B	B
Behavioural Competencies	**Dir./DS**	**US/Dy.Dir**	**SO**	**ASO**
Oral & written communication	B	B	B	B
Critical Thinking, Problem Solving	A	A	B	B
Collaboration	A	A	B	B
Time Management	A	A	B	B
Strategic Planning	A	A	B	
Leadership	A	A	B	

CAPACITY
BUILDING
COMMISSION