

Government of India  
Ministry of Chemicals and Fertilizers  
Department of Pharmaceuticals  
Voluntary disclosure under RTI Act 4(1)(b)

1) Organization Functions

1.1 The particulars of organization, functions and duties

(i) The office of Department of Pharmaceuticals is located at New Delhi at the following address:

Department of Pharmaceuticals,  
Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001.

(ii) The Department of Pharmaceuticals is headed by Shri Jai PriyePrakash, Secretary (Pharmaceuticals).

(iii) The Vision, Mission and Key Activities of the Department may be seen at <http://pharmaceuticals.gov.in/about-department>.

(iv) The Business allocated to the Department of Pharmaceuticals may be seen at <http://pharmaceuticals.gov.in/business-allocation>

(v) The organization chart of the Department of Pharmaceuticals is available at <http://pharmaceuticals.gov.in/organisation-chart-0>

(vi) The Department of Pharmaceuticals was created on the 1st of July in the year 2008 in the Ministry of Chemicals & Fertilizers with the objective to give greater focus and thrust on the development of pharmaceutical sector in the country and to regulate various complex issues related to pricing and availability of medicines at affordable prices, research & development, protection of intellectual property rights and international commitments related to pharmaceutical sector which required integration of work with other Ministries.

The Department is under the overall charge of Hon'ble Minister of Chemicals & Fertilizers. He is assisted by the Minister of State (C&F). The administrative head of the Department is the Secretary (Pharmaceuticals). Secretary of the Department is assisted by Joint Secretaries/Economic Adviser in discharging the responsibilities assigned to this Department. The Department of Pharmaceuticals has five major divisions viz. Policy, Pricing, IC, NIPER and PSU Divisions. The details of agencies/organizations under the Department may be seen at <http://pharmaceuticals.gov.in/agencies-under-department>

The details of former Secretaries, Department of Pharmaceuticals are as under:

<b>S. No.</b>	<b>Name of Secretaries</b>	<b>From</b>	<b>To</b>
1	Shri Ashok Kumar	07.07.2008	31.08.2010
2	Shri Mukul Joshi	01.09.2010	31.10.2011
3	Shri K. Josh Cyriac (Addl. Charge)	01.11.2011	24.01.2012

4	Shri D. S. Kalha	25.01.2012	31.10.2013
5	Ms. Aradhana Johri	26.11.2013	30.09.2014
6	Dr. V. K. Subburaj	01.10.2014	31.05.2016
7	Shri Jai Priye Prakash	01.06.2016	Till date

## 1.2 The powers and duties of officers and employees

**Secretary:** Secretary (Pharmaceuticals) is the administrative head of the Department. He is the principal adviser to the Minister on all matters of policy and administration within the Department of Pharmaceuticals

**Addl Secretary and Financial Advisor:** For proper guidance to the Department on all financial matters of the Department of Pharmaceuticals, an Integrated Finance Division is functioning under the control of Addl Secretary & Financial Adviser. IFD is entrusted with the responsibility of examining cases and proposals of the Department in accordance with the instructions and orders issued by Ministry of Finance from time to time.

**Joint Secretary and Officers of Joint Secretary level:** For smooth functioning, the Department has been divided into four Wings placed under the control of two Joint Secretaries, one Economic Adviser (EA). These officers are entrusted with the responsibility in respect of all business falling within their division's subjects.

**Director / Deputy Secretary:** Each Wing have been further divided into Divisions. These Divisions are placed under the charge of Director / Deputy Secretary. Director / Deputy Secretary are responsible for the disposal of Government business dealt within the division under his charge.

**Under Secretary:** The Divisions are further divided into branches placed under the administrative control of an Under Secretary. The branch consists of two or more sections. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. An Under Secretary disposes routine work under the delegated areas at his own level, but he takes the orders of Deputy Secretary/ Director or higher officers on important matters.

**Section Officer:** He/She is overall in-charge of a Section and is responsible for guiding the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Section officer disposes the work of Section with the help of staff (ASOs, SSA, JSAs) posted in the section.

**Assistant Section Officer & Senior Secretariat Assistants:**—These are two separate categories of dealing hands, which work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them.

**Personnel staff / Stenographers/ Personal Assistants/ Personal Secretary/ Principal Private Secretary / Senior Principal Private Secretary / Principal Staff Officer:**— These personal staff are attached to Senior Officers to handle work such as mailing correspondence, filing papers, making appointments, arranging meeting and collecting

information so as to give able assistance to the Officers. The personal staff are excepted to maintain the confidentiality and secrecy of confidential and secret papers entrusted to them and generally assist the officer in such a manner as he may direct.

The work allocation among officers can be seen at <http://pharmaceuticals.gov.in/work-allocation-and-committees>

### 1.3 The procedure followed in the decision making process, including channels of supervision and accountability

Cases are processed as per extant Government's instructions and put up to higher Officer for orders/approval. Thereafter, the same are communicated to the concerned. Decisions are taken at the level of Directors/ Deputy Secretaries/ Joint Secretary/ Secretary/ Hon'ble Minister of State (Chemicals & Fertilizers)/ Hon'ble Minister (Chemicals & Fertilizers) depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

### 1.4 The norms for discharge of functions:

The Department discharges its functions as per the extant rules of the Government on various matters and as per the procedure enumerated in Central Secretariat Manual of Office Procedure, which can be accessed in the following link:

[https://www.darpg.gov.in/sites/default/files/CSMOP\\_0\\_0.pdf](https://www.darpg.gov.in/sites/default/files/CSMOP_0_0.pdf)

### 1.5 The rules, regulations, instructions, manuals and records, for discharging functions.

The Department follows various rules and instructions issued by various Departments like Department of Personnel & Training, Ministry of Finance etc. It however holds personal records of its employees. Some of the Rules being followed by are given below:

Name/Title of document	Drug Prices (Control) Order, 2013
Type of Document	Drug Prices (Control) Order relating to fixation/revision of drugs / medicines.
Brief Write-up on the document	
From where can get copy of records	Website of National Pharmaceutical Pricing Authority <a href="http://www.nppaindia.nic.in">www.nppaindia.nic.in</a>

Name/Title of document	National Pharmaceutical Pricing Policy 2012
Type of Document	Policy
Brief Write-up on the document	Policy document relating National Pharmaceutical Pricing Policy
From where can get copy of records	Department of Pharmaceuticals

Name/Title of document	Pharmaceuticals Purchase Policy (PPP), 2013
Type of Document	Department of Pharmaceuticals (DoP) guidelines

Brief Write-up on the document	dated 10.12.2013 regarding extension of Pharmaceuticals Purchase Policy (PPP) to Pharma CPSEs and their subsidiaries under the administrative control of DoP
From where can get copy of records	Website of Department of Pharmaceuticals

#### 1.6 Categories of documents that are held by it or under its control

As mentioned in point No. 1.5 above.

#### 1.7 Boards, councils, committees and other bodies constituted as part of Public Authority.

The Administration Division has the following Internal Committees:

- i. Committee on GeM.
- ii. Committee on Redressal of complaints relating to Sexual Harassment of women at workplace.
- iii. Local Purchase Committee.

#### 1.8 Directory of officers and employees

Telephone directory of officers and employees is available at <http://pharmaceuticals.gov.in/whos-who>

#### 1.9 Monthly remuneration received by each of its officers and employees, including the system of compensation

The monthly remuneration of regular staff of the Department is fixed as per 7th CPC as under:

Sl No.	Name of the post	Pay Level as per 7th CPC
1.	Secretary	Level-17
2.	Joint Secretary	Level-14
3.	Director	Level-13
4.	Principal Staff Officer	Level-13
5.	Deputy Secretary	Level-12
6.	Sr Principal Private Secretary	Level-12
7.	Under Secretary	Level-11
8.	Deputy Director	Level-11
9.	Principal Private Secretary	Level-11
10.	Assistant Director	Level-10
11.	Section Officer	Level-9

12.	Private Secretary	Level-9
13.	Personal Assistant	Level-8
14.	Assistant Section Officer	Level-7
15.	Senior Hindi Translator	Level-7
16.	Junior Hindi Translator	Level-6
17.	Steno D	Level-4
18.	Staff Car Driver	Level-2
19.	MTS	Level-1

**1.10 Name, designation and other particulars of public information officers.**

Details are available at <http://pharmaceuticals.gov.in/cpios>

**1.11 No of employees against whom disciplinary action has been proposed / taken**

Disciplinary proceeding against one Section Officer is in process.

**1.12 Programmes to advance understanding of RTI**

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**1.13 Transfer policy and transfer orders**

Officials posted in sensitive sections are transferred as per extant rules/instructions in this regard.

**2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.**

Detailed Demands for Grants i.r.o. Department of Pharmaceuticals is available at <http://pharmaceuticals.gov.in/detailed-demand-grants>

**2.2 Foreign and domestic tours**

Budget:- Foreign Travel Expenses – BE Rs. 35 Lakh for the FY 2018-19.  
Domestic Travel Expenses- BE Rs. 55 Lakh for the FY 2018-19.

**2.3 Manner of execution of subsidy programme**  
NIL

## 2.4 Discretionary and non-discretionary grants

S. No.	Name of Entity/ Institution/ Corporation etc.	Amount released
<b>Non-discretionary Grants</b>		
<b>Pradhan Mantri Bhartiya Janaushadhi Pariyojana (PMBJP)</b>		
(Rs. in Crores)		
		<b>2017-18</b>
1	Bureau of Pharma PSUs of India (BPPI) (the implementing agency of PMBJP)	1 <sup>st</sup> instalment - 18.66
		2 <sup>nd</sup> instalment - 20.98
		3 <sup>rd</sup> instalment - 8.00
	<b>Total</b>	<b>47.64</b>
		<b>2018-19</b> <b>(Upto December 2018)</b>
1	Bureau of Pharma PSUs of India (BPPI) (the implementing agency of PMBJP)	30.00
	<b>Total</b>	<b>30.00</b>
<b>Discretionary Grants</b>		
<b>Pharmaceuticals Promotion and Development Scheme (PPDS)</b>		
(Rs. in Lakhs)		
		<b>2017-18</b>
1	Federation of Indian Chambers of Commerce & Industry (FICCI) - Total grant released for different events	38.73
2	Indian Drug Manufacturers Association (IDMA) – Total grant released for different events/purposes	15.00
3	The Associated Chambers of Commerce and Industry of India (ASSOCHAM) - Total grant released for different events/purposes	4.17
4	PHD Chamber of Commerce and Industry (PHDCCI) - Total grant released for different events/purposes	36.00
5	Confederation of Indian Industry (CII)	2.80
6	Civil Services Officers Institute (CSOI)	1.79
7	NIPER Rae Bareilly	3.00
	<b>Grand Total</b>	<b>101.49</b>
		<b>2018-19</b> <b>(Upto December 2018)</b>
1	Federation of Indian Chambers of Commerce & Industry (FICCI) - Total grant released for different events/purposes	6.00
2	PHD Chamber of Commerce and Industry (PHDCCI) - Total grant released for different events/purposes	6.00
3	Bureau of Pharma PSUs of India (BPPI) - Total grant released for different	6.00

	events/purposes	
4	Indian Drug Manufacturers Association (IDMA) - Total grant released for different events/purposes	6.00
5	NIPER Hyderabad - - Total grant released for different events/purposes	6.00
	<b>Grand Total</b>	<b>30.00</b>

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority

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2.6 CAG & PAC paras  
There are no pending CAG and PAC paras.

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of	Arrangement for consultations with or representation by the members of the public	Consultations with various stakeholders like pharma associations, industry associations, pharma companies and members of public are held from time to time as and when required.
	[Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		a) Members of the public in policy formulation/ policy implementation	b) Day & time allotted for visitors
		b) Day & time allotted for visitors	c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Public- private partnerships (PPP)
		(i) Details of Special Purpose Vehicle (SPV), if any	(ii) Detailed project reports (DPRs)
		(ii) Detailed project reports (DPRs)	(iii) Concession agreements.
		(iii) Concession agreements.	(iv) Operation and maintenance manuals
(iv) Operation and maintenance manuals	(v) Other documents generated as part of the implementation of the PPP		
(v) Other documents generated as part of the implementation of the PPP	(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government		
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	(vii) Information relating to outputs and outcomes		
(vii) Information relating to outputs and outcomes			



		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	Uniform Code for Pharmaceuticals Marketing Practices (UCPMP) was notified and uploaded on the website of this Department on 01.01.2015 after various consultations with stakeholders. This is at present being adopted voluntarily by all the pharma manufacturing companies.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	The information is uploaded on the website of the Department of Pharmaceuticals
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>	On the website of Department of Pharmaceuticals
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	<p>List of materials available</p> <p>(i) Free of cost</p> <p>(ii) At a reasonable cost of the medium</p>	Can be downloaded from the website of Department of Pharmaceuticals

**4. E. Governance**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks</b>
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English and Hindi
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	National Pharmaceutical Pricing Policy 2012.  DPCO 2013
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	National Pharmaceutical Pricing Policy 2012 is available at <a href="http://pharmaceuticals.gov.in/policy">http://pharmaceuticals.gov.in/policy</a>  DPCO 2013 is available at <a href="http://pharmaceuticals.gov.in/act">http://pharmaceuticals.gov.in/act</a>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Information relating to Department of Pharmaceuticals is made available on the website <a href="http://www.pharmaceuticals.gov.in">www.pharmaceuticals.gov.in</a> . Further, the contact details of all officers of the department are also available on the website of the department who can be contacted during office hours (9:00 AM to 5.30 PM, Mon-Friday)
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Public grievances can be lodged at <a href="http://www.pgportal.gov.in">www.pgportal.gov.in</a>
		(ii) Details of applications received under RTI and information provided	From 1.1.2018 to 31.12.2018 -537
		(iii) List of completed schemes/ projects/ Programmes	Details of schemes of the Department of Pharmaceuticals are available at <a href="http://pharmaceuticals.gov.in">http://pharmaceuticals.gov.in</a>
		(iv) List of schemes/ projects/ programme	

		underway	<a href="#">n/schemes</a>
		(v) Annual Report	Annual Reports of Department of Pharmaceuticals are available at <a href="http://pharmaceuticals.gov.in/annual-report">http://pharmaceuticals.gov.in/annual-report</a>
		(vi) Any other information such as a) Citizen's Charter	Citizen charter of the Department is available at <a href="http://pharmaceuticals.gov.in/citizen-charter">http://pharmaceuticals.gov.in/citizen-charter</a>
		b) Result Framework Document (RFD)	This has been discontinued
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of RTI applications received and disposed	From 1.1.2018 to 31.12.2018 – 537
		(ii) Details of appeals received and orders issued	From 1.1.2018 to 31.12.2018 - 29
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	The details of the questions asked and replies given to Parliament are available at <a href="http://164.100.47.194/Loksabha/Questions/Qtextsearch.aspx">http://164.100.47.194/Loksabha/Questions/Qtextsearch.aspx</a> <a href="http://164.100.47.4/newsquestion/Search_minwise.aspx">http://164.100.47.4/newsquestion/Search_minwise.aspx</a>

### 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Details of CPIOs & FAAs are available at <a href="http://pharmaceuticals.gov.in/cpios">http://pharmaceuticals.gov.in/cpios</a>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	-
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	-
		(iv) Consultancy committee of key stake holders for advice on suo-	-

		motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	-

## 6. Information Disclosed on own Initiative

6.1: Information disclosed so that public have minimum resort to use of RTI Act to obtain information

**Maximum possible.**

6.2.: Guidelines for Indian Government Websites (GIGGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)

(i) Whether STQC certification obtained and its validity;

**STQC Certificate is in process.**

(ii) Does the website show the certificate on the website?

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