



भारत सरकार

GOVERNMENT OF INDIA

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Ministry of Health and Family Welfare

राष्ट्रीय जन स्वास्थ्य प्रशिक्षण एवं अनुसंधान संस्थान
National Institute of Public Health Training & Research

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PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

1. ORGANIZATION AND FUNCTION

1.3 Procedures followed in decision making process

[Section 4(1)(b)(iii)]

i. Process of decision making – Identify key decision-making points

The institute is established as a sub-ordinate office under Training Division, Ministry of Health & Family Welfare, Govt. of India. The process and procedures of decision-making is by Government of India norms as applicable.

Heath Secretary
(MOHFW)

Additional Secretary (H)

Joint Secretary
Under Secretary

Director

ii. Final decision-making authority

The Director is the decision-making authority in matters of technical and administrative affairs and for day-to-day functioning of the institute with approval of competent authority.

iii. Related provisions, acts, rules etc.

- 1) Recruitment rules and regulations of National Institute of Public Health Training and Research.
- 2) Fundamental and Supplementary rules (FR /SR)
- 3) Central Civil Service (CCS) Rules
- 4) Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.
- 5) Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
- 6) General Provident Fund Rules
- 7) General Financial Rules

iv. Time limit for taking decisions, if any

The time limit for technical and administrative activities is adhered and decisions taken within fixed duration.

v. Channel of supervision and accountability

The Director is assisted by other officers in matters relating to administration and technical aspects. Various committees are constituted by the Director for the procedures to be followed in decision making process and for accountability.