

**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 Amit Agrawal, Secretary (Pharmaceuticals).

(iii) The Vision, Mission and Key Activities of the Department may be seen at:

<https://pharma-dept.gov.in/about-department>

(iv) The Business allocated to the Department of Pharmaceuticals may be seen at:

<https://pharma-dept.gov.in/business-allocation>

(v) The organization chart of the Department of Pharmaceuticals is available at:

<https://pharma-dept.gov.in/organisation-chart-0>

(vi) The Department of Pharmaceuticals was created on the 1<sup>st</sup> of July in the year 2008 in the Ministry of Chemicals and 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 and 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 Senior Economic Adviser/Joint Secretaries/Economic Adviser in discharging the responsibilities assigned to this Department. The Department of Pharmaceuticals has following divisions: Pharma Policy, MediTech Policy, Public Sector Unit, Jan Aushadhi, Economic Regulation (Pricing and FDI), Academia and Research (NIPER), International Cooperation, Integrated Finance Division, Administration/Establishment. IT & Cyber Security,

Coordination & Parliament, Vigilance, and Rajbhasha Divisions. The details of agencies/organizations under the Department may be seen at

<https://pharma-dept.gov.in/agencies-under-department>

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

S. No.	Name of Secretaries	From	To
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	31.05.2019
8	Shri P. Raghavendra Rao (Addl. Charge)	01.06.2019	31.07.2019
9	Dr. P. D. Vaghela	01.08.2019	30.09.2020
10	Ms. S. Aparna	30.09.2020	30.10.2023
11	Shri Arunish Chawla	01.11.2023	25.12.2024
12	Shri Amit Agrawal	26.12.2024	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.

**Joint Secretary and Financial Adviser:** 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 Joint Secretary and 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.

Additional Secretary/Joint Secretary and Officers of Additional Secretary/Joint Secretary level: For smooth functioning, the Department has been divided into four Wings placed under the control of one Senior Economic Adviser (Sr. EA), two Joint Secretaries and 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 / Joint Director:** Each Wing has been further divided into Divisions. These Divisions are placed under the charge of Director / Joint Director/ Deputy Secretary. They 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 Director / Deputy Secretary / Joint Director or higher officers on important matters.

**Section Officer:** He 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 expected to maintain the confidentiality and secrecy of the work assigned to them and generally assist the officer in such a manner as he may direct.

The work allocation among officers can be seen at

<https://pharma-dept.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 and Fertilizers)/ Hon'ble Minister (Chemicals and 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://darpg.gov.in/sites/default/files/CSMOP2022.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	The Drugs (Prices Control) Order, 2013
Type of Document	Drugs ( Prices Control) Order relating to Price 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 Pharmaceuticals Pricing Policy, 2012
Type of Document	Policy
Brief Write-up on the document	Policy document relating to National Pharmaceuticals 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 dated 10.12.2013 regarding extension of Pharmaceuticals Purchase Policy (PPP) to Pharma CPSEs and their subsidiaries under the administrative control of DoP.
Brief Write-up on the document	
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 Redressal of complaints relating to Sexual Harassment of women at workplace.
- ii. Local Purchase Committee.

#### **1.8 Directory of officers and employees**

Telephone directory of officers and employees is available at:

<https://pharma-dept.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 7<sup>th</sup> CPC as under:

S. No.	Name of the post	Pay Level as per 7 <sup>th</sup> CPC
1	Secretary	Level-17
2.	Additional Secretary	Level-15

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-8
12	Private Secretary	Level-8
13	Personal Assistant	Level-7
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:

<https://pharma-dept.gov.in/cpios>

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

NIL

**1.12 Programmes to advance understanding of RTI**

NIL

**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

<https://pharma-dept.gov.in/detailed-demand-grants>

## 2.2 Foreign and domestic tours

Financial Year 2024-25		
S. No.	Head	Amount (in Lakh)
1	Foreign Travel Expenses	25.00
2	Domestic Travel Expenses	25.50

## 2.3 Manner of execution of subsidy programme

NIL

## 2.4 Discretionary and non-discretionary grants

### Pradhan Mantri Bhartiya Janaushadi Pariyojana (PMBJP)

S. No.	Name of Entity /Institution/Corporation etc.	Amount released
Non-discretionary Grants		
Pradhan Mantri Bhartiya Janaushadi Pariyojana		
(Rs. In Crores)		
		<b>2024-25</b>
1	Pharmaceuticals & Medical Devices Bureau of India (PMBI) (the implementing agency of PMBJP)	1 <sup>st</sup> Installment- 118.54
		2 <sup>nd</sup> Installment- 23.67
		3 <sup>rd</sup> Installment- 40.52
	<b>Total</b>	<b>182.73</b>

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

NIL

## 2.6 CAG & PAC paras:

Sl. No.	Report No.	Para No.	Subject	Status
1.	31 Of 2022	3.2.3 A (Fig. 3.2, Sl. No. 1)	Issue relating to Guarantee Fees-Non/Short recovery of Guarantee fee	Draft ATN returned for further clarification.
2.	31 Of 2022	3.3.1 (Annexure 3.3 Sl. No.5) Bengal chemicals & pharmaceuticals ltd	Mismatch of figures - Classification of entities	Para uploaded on 18.03.2025 and draft ATN is under process.
3.	21 Of 2023	3.2.1.A	Non/Short recovery of Guarantee Fee	Revised ATN uploaded on APMS Portal on 13.03.2025.

4.	21 Of 2023	4.7 Fig 4.9 S.no 1	Failure to obtain Legislative approval for augmenting provisions	Revised ATN Uploaded on APMS Portal on 13.03.2025.
5.	21 Of 2023	3.3.1(Figure 3.3) Karnataka Antibiotics & Pharmaceuticals Ltd.	Mismatch in information of equity share and percentage of holdings	Draft ATN uploaded on APMS Portal on 17.01.2025
6.	21 Of 2023	4.16	Outstanding utilization certificates	Revised ATN uploaded on APMS Portal on 02.01.2025
7.	21 Of 2023	3.3.6 KAPL	Shortfall in payment of Dividend	Final ATN uploaded on 27.06.2024

As on 31.03.2025 total 7 CAG paras are pending.

### 3. Publicity and 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 thereof [Section 4(1)(b)(vii)][F No 1/6/2011 IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	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.
3.2	Are the details of policies /decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	Uniform Code for Pharmaceuticals Marketing Practices (UCPMP) code was issued on 12.03.2024 and uploaded on website of Department of Pharmaceuticals. This may be seen at <a href="https://pharma-dept.gov.in/policy">https://pharma-dept.gov.in/policy</a>
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	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)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	On the website of Department of Pharmaceuticals <a href="https://pharma-dept.gov.in">https://pharma-dept.gov.in</a>
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Can be downloaded from the website of Department of Pharmaceuticals <a href="https://pharma-dept.gov.in">https://pharma-dept.gov.in</a>



**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-IRdt.15.4.2013]	(i) English	English and Hindi
		(ii) Vernacular/ Local Language	
4.2	When was the Information Manual/ Handbook updated? [F No.1/6/2011 – IR dt 15.4.2013]	Last date of Annual updation	National Pharmaceuticals Pricing Policy 2012. Drugs (Prices Control) Order 2013
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	National Pharmaceuticals Pricing Policy 2012 is available at <a href="https://pharma-dept.gov.in/policy">https://pharma-dept.gov.in/policy</a> DPCO 2013 is available at <a href="https://pharma-dept.gov.in/act">https://pharma-dept.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="https://pharma-dept.gov.in/">https://pharma-dept.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, Monday-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	(i) Grievance redressal mechanism	Public grievances can be lodged at <a href="http://www.pgportal.gov.in/">www.pgportal.gov.in/</a>

	Prescribed under section 4 (i) (b)(xvii)	(ii) Details of applications received under RTI and information provided	Received from 01.01.2024 to 31.12.2024– 417 Disposed from 01.01.2023 to 31.12.2023– 406
		(iii) List of completed schemes projects/ Programmes	Details of schemes of the Department of Pharmaceuticals are available at <a href="https://pharma-dept.gov.in/schemes">https://pharma-dept.gov.in/schemes</a>
		(iv) List of schemes/ projects/ programme underway	
		(v) Annual Report	Annual Reports of Department of Pharmaceuticals are available at <a href="https://pharma-dept.gov.in/annual-report">https://pharma-dept.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="https://pharma-dept.gov.in/citizen-charter">https://pharma-dept.gov.in/citizen-charter</a>
4.6		(i) Details of RTI application received and disposed	Received from 01.01.2024 to 31.12.2024– 417 disposed from 01.01.2024 to 31.12.2024– 406
		(ii) Details of appeals received and disposed	Received from 01.01.2024 to 31.12.2024– 25 disposed from 01.01.2024 to 31.12.2024– 25
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="https://sansad.in/lr/questions/questions-and-answers">https://sansad.in/lr/questions/questions-and-answers</a> <a href="https://sansad.in/rs/questions/questions-and-answers">https://sansad.in/rs/questions/questions-and-answers</a>

**5. Information as may be prescribed:**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks</b>
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 (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Details of CPIO & FAAs are available at <a href="https://pharma-dept.gov.in/cpios">https://pharma-dept.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	Audit Report of proactive disclosure for 2020-21, 2021-22 and 2022-23 are available on Department's website viz. <a href="https://pharma-dept.gov.in/auditors-report">https://pharma-dept.gov.in/auditors-report</a>
		(iii) Appointment of Nodal Officer not below the rank of Joint Secretary/ Additional HoD a) Date of appointment b) Name & designation of the officers	The Public Grievance Officer of the Department: Shri Vijay Kumar Srivastava Director Tel. No. 011-23327718 Email: <a href="mailto:divhead-coordination@pharma-dept.gov.in">divhead-coordination@pharma-dept.gov.in</a>
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure a) Dates from which constituted b) Name and Designation of the officer	NIL
		(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	NIL

## **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. Proactive disclosure is available on website of the Department:

<https://pharma-dept.gov.in/proactive-disclosure>

6.2: Guidelines for Indian Government Websites (GIGW) 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;

**Yes, STQC Certificate obtained for Quality Level I  
Valid upto -27.04.2026**

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

Yes, it is available under Citizen Charter.