

I/3318956/2020

F.No.T-26020/01/2016-NCD- I/FTS :- 3079079

**Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
NCD-I Section**

Nirman Bhawan, New Delhi
Dated the November, 2020

To,

The Director,
(Dr. M. Pushpavathi)
All India Institute of Speech and Hearing (AIISH),
Manasagangothri, Mysuru-570006

Sub: Printing of Annual Report of the Department of Health & Family Welfare for the year 2020-21– Material for – reg

Madam,

I am directed to forward here with O.M. No.Z.18011/1/2020-CDN dated 29.10.2020 received from Coordination Section, MoHFW on the subject mentioned above and to say that following material with respect to All India Institute of Speech & Hearing, Mysuru in this regard may please be sent to the NCD-I Section in MS WORD format (.doc file; font size:12; font type: Times New Roman) by email along with a copy of the print out at the earliest :

- a. Material for Annual report 2020-21 reflecting actual data from 1st January 2020 to 31st December, 2020 and providing projections or estimates for the period January- March 2021 (facts and figures from 1st Nov to Dec 31, 2020 will have to be updated on a later date)
- b. Brief Material (100-150 words) showing important decision, achievement etc for incorporation in the "Introduction by Secretary (H&FW).
- c. Material on the activities undertaken different schemes/ programmes in the North- eastern States as well as material related to Gender issues to be furnished separately.

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d. Material relating to ATNs in respect of the Audit observations included in the Annual report as well as those included in the earlier Annual report in prescribed format.

Yours faithfully,

Digitally signed by
DHARMINDER SINGH
Date: Thu Nov 05 15:30:15 IST
2020
Reason: Approved

(Dharminder Singh)

Under Secretary to the Government of India

Tel.: 23062666

Encl.: 'As Stated'

TIME BOUND
ANNUAL REPORT 2020-21

F. No. Z.18011/01(i)/2020-CDN
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
(Coordination Section)

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Nirman Bhawan, New Delhi
Dated: 29th October, 2020

OFFICE MEMORANDUM

Subject: Printing of Annual Report of the Department of Health & Family Welfare for the year 2020-21.

The Annual Report of the Department of Health & Family Welfare for the year 2020-21 is required to be made available to Members of Parliament before the Demand for Grants are referred to concerned Standing Committee of Parliament for their consideration and submission of their reports to both the Houses of the Parliament in the Budget Session, 2021. The Budget Session is likely to commence in the last week of January, 2021.

2. As the Annual Report gives an account of the working of the Department during the year of report, it is requested that verbatim reproduction of previous report be avoided and that the material be properly updated and edited so that it covers briefly all important aspects, relevant to the year under report.
3. The Annual Report of the Department is an important document, and should contain all major achievements, success stories and new initiatives undertaken during the period being reported upon. Care may also be taken to weed out the unwanted and irrelevant material. Graphic representations (pie diagrams, bar charts, histograms etc.) and photographs relating to major events may also be incorporated, wherever, necessary in the material.
4. In order to ensure timely completion of the task of finalizing, printing and supplying the Annual Report, each Division/Section of Department of Health & Family Welfare is requested to kindly note and ensure compliance with the instructions, while submitting the material for the Annual Report 2020-21, stated as under:
 - a. All Divisions of DoHFW are requested to provide the material for Annual Report 2020-21 reflecting actual data from 1st January, 2020 to 31st December, 2020 and providing projections or estimates for the period January – March, 2021. The information may be furnished to Coordination Division **by 15th November, 2020**. [Facts and figure

information from 1st Nov to Dec 31, 2020 will have to be updated by respective Divisions at a later date].

- b. All Divisional Heads are required to provide brief material (limited to 100 to 150 words only) showing important decision, achievement, etc. for incorporation in the “**Introduction by Secretary (H&FW)**” part of the Annual Report.
- c. Concerned Divisions/ Sections are to send their approved material in MS WORD format [.doc/.docx file; font size:12; font type: Times New Roman] in e-mail (**healthcdn-mohfw@gov.in**) along with copy of the print-out.
- d. **All materials for the Annual Report should be sent only with the approval of Additional Secretary/ Joint Secretary/Economic Advisor concerned. The autonomous bodies/ subordinate offices should send their material to their administrative Divisions concerned only** (and not directly to Coordination Section).
- e. Material on the activities undertaken under different schemes/ programmes in the North-Eastern States as well as material relating to Gender Issues to be furnished separately.
- f. The material relating to ATNs in respect of the Audit observations included in the Annual Report as well as those included in the earlier Annual Report in the Annexure to the Annual Report in prescribed format be furnished (DoE’s D.O. letter no. 1(2)/ E-Coord./09 Dt. 4.11.2009 along-with format is enclosed).
- g. Where photographs are required, the same may be enclosed along-with its caption in capital letters. Annexure wherever essential should be furnished.
- h. While furnishing the approved material, the respective Divisions should ensure that it is accompanied with the check list duly signed by concerned Under Secretary/Deputy Secretary/Director as per proforma enclosed.
- i. As per the instructions of Ministry of Finance, the following statement should be attached with the material as Annexure wherever applicable:
 - i. *Quantum of funds provided to each private and voluntary organizations as grant-in-aid of Rs. 1 lakh & above but below Rs. 5 lakhs and the purpose for which these were utilized.*
 - ii. *One time assistance as grant-in-aid of Rs.10 lakhs and above but below Rs.50 lakhs provided to private and voluntary organizations/societies and the purpose for which the funds were utilized.*
 - iii. *Name of private and voluntary organizations who have not submitted Utilization Certificates (UCs) for more than 3 years in respect of grants received by them and the amount for which UCs have not been submitted. The reasons therefore and reasons for allowing further grants to these organizations without insisting on UCs may also be given.*

5. Further, Department of Personnel and Training vide its OM No. 36022/01/2014-Estt. (Res.) dated 20.8.2014 has informed that Lok Sabha Standing Committee on Social Justice and Empowerment (Fifteenth Lok Sabha) has recommended that Annual Report of the Ministry/Department/PSUs etc. should invariably give data on the percentage employment of Persons with Disabilities (PwDs) in their organization/establishment in keeping with the policy

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of 3% reservation in Government jobs for PwDs. W&PG/Establishment Division is therefore requested to kindly furnish the data on percentage employment of Persons with Disabilities (PwDs) for inclusion in the Annual Report, 2019-20.

6. It would be appreciated that the work of finalization, printing and supply of Annual Report to Lok Sabha, Rajya Sabha and PIB, etc. should not be delayed for any reason. The Divisions should take action immediately to collect and compile the requisite material pertaining to them so that the approved material is received in Coordination Section **latest by 15.11.2020**.

7. All the concerned are requested to kindly strictly adhere to the Time Schedule mentioned in the Action Plan for the Annual Report 2020-21.

8. This has the approval of Secretary (HFW).



(T. Chinsum Naulak)

Under Secretary to the Government of India

Tele. No.: 23061436

Email: chinsum.n@nic.in

To

DGHS

All JSs/ EAs/ CCA/ CD(Stat.)

Forwarded for information and necessary action also to:

1. **CCA:** It is requested that the complete information on ATNs in respect of the Audit observations as indicated in para 3(e) may please be furnished in the attached format.
2. **Director (Budget):** It is requested to furnish the complete information on Funding for the Programme (Chapter-18).
3. **W&PG Section & Establishment Division:** To furnish the data on percentage employment of Persons with Disabilities (PwDs) for the purpose to include the same in the Annual Report 2019-20.
4. **Director/ DS (IWSU):** For preparation of Organisational Chart of Department of Health & Family Welfare in Bilingual forms.
5. **All Directors/ Deputy Secretaries/ Under Secretaries/ Section Officers** in the Department of Health & Family Welfare with the request to supervise the work related to Divisions/Desks/Sections/Cells under their control and for prompt submission of the material.

1951020(113)/2020/COORDINATION

6. **Material for Introduction** in Chapter 1 (para 1.1) of the Annual Report 2020-21 in respect of Department of Health & Family Welfare to be submitted by Establishment-I Section.
7. **O&M Section, Dte.GHS** with the request that the material in respect of Dte.GHS. It is also requested that Organisational Chart of Dte.GHS in bilingual form may send in both hard and soft copies in e-mail (at healthcdn-mohfw@gov.in).
8. **Senior Technical Director (NIC)**, Ministry of Health & Family Welfare. For uploading the soft copy of the Annual Report 2020-21 after its finalization, on the Ministry's website.

Copy also to:

1. Sr. PPS to Secretary (H&FW)
2. PPSs to AS&FA/ AS(H)/ AS&MD



(T. Chinsum Naulak)

Under Secretary to the Government of India

Tele. No.: 23061333

Email: chinsum.n@nic.in



सुषमा नाथ
Sushama Nath

DO No. 1(2)/E-Coord./09

सचिव
व्यय विभाग
वित्त मंत्रालय
भारत सरकार
SECRETARY
DEPARTMENT OF EXPENDITURE
MINISTRY OF FINANCE
GOVERNMENT OF INDIA
नई दिल्ली/New Delhi

Tel. : 23092929
23092683
Fax : 23092546

4th November, 2009

You are aware that starting with the Annual Report of FY 2004-05, a summary of important audit observations have been incorporated in the Annexure to Annual Reports of the Ministries. However, no indication is given about the Action Taken or follow up on such observations. It has, therefore, been decided that starting Financial Year 2010-11 the position of ATNs in respect of the Audit observation included in the Annual Report as well as those included in earlier Annual Reports may also be furnished in the Annexure to the Annual Report. The status of the ATNs should be in the format attached to this letter.

I would request you to kindly take action for inclusion of the ATNs in the Annual Report of your Ministry/Department for the year 2010-11. Action in this regard may be intimated to this Department and also to the O/o C&AG.

Yours sincerely,

(Sushama Nath)

1. Secretaries to GoI

Copy to:

1. Deputy C&AG, Ms. Rekha Gupta, O/o Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.

Format

Sl.No.	Year	No. of Paras/PA reports or which ATNs have been submitted to PAC after vetting by Audit	Details of the Paras/PA reports on which ATNs are pending			
			No. of ATNs not sent by the Ministry even for the first time	No. of ATNs sent but returned with observations and Audit is awaiting their resubmission by the Ministry	No. of ATNs which have been finally vetted by audit but have not been submitted by the Ministry to PAC	

No.36022/01/2014-Estt.(Res.)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi

Dated the 20th August, 2014

Office of Secretary (H&FW)

FTS No. 17/289/2014

Date: 22/08/14

OFFICE MEMORANDUM

Sub: Action taken by the Government on the observation/recommendations contained in the 45th report of the Standing Committee on Social Justice & Empowerment (15th Lok Sabha) on the subject "review of the functioning of National Institutes working in the field of disability" - reg.

The undersigned is directed to state that Lok Sabha Standing Committee on Social Justice and Empowerment (Fifteenth Lok Sabha) in its 45th report of on the subject "review of the functioning of National Institutes working in the field of disability" has, inter alia, recommended that Annual Reports of all the Ministries/Departments/PSUs, etc., should invariably give data on the percentage employment of Persons with Disabilities (PwDs) in their organization/establishment in keeping with the policy of 3% reservation in Government jobs for the PwDs.

2. All the Ministries/Departments/PSUs, etc. are requested to take necessary action in accordance with the above recommendation of the Lok Sabha Standing Committee on Social Justice and Empowerment.

Office of AS (Health)
FTS No. 17/289
Date: 22/08/14

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Govt. of India

Tel. No. 23093074

To

(i) ✓ The Secretary, All the Ministries/Departments of the Government of India.

(ii) The Secretary, Department of Financial Services (Banking and Insurance Division), New Delhi with the request to issue suitable directions to all the PSU/Banks/RBI and Insurance Companies.

(iii) The Secretary, Department of Public Enterprises, New Delhi with the request to issue suitable directions to all the PSUs.

(iv) The Secretary, Railway Board, Rail Bhavan, New Delhi.

(v) Union Public Service Commission, Supreme Court of India, Election Commission of India, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, Prime Minister's Office, Planning Commission.

(vi) The Secretary, Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.

(vii) Office of the Chief Commissioner of Disabilities, Sarojini House, 6 Bhagwan Das Road, New Delhi.

(viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to Sr. Technical Director (NIC), DOP&T - with a request to place this on the website of this Ministry for information of all concerned.

22/8/2014
A S (H) - OT
JSLK/S
25/8
Dr. (BOP)
22/8
Sol/cont

ACTION PLAN FOR ANNUAL REPORT, 2020-21

Time-limit	List of Tasks	Action
16.11.2020	Submission of material by all means	By all Sections / Divisions
30.11.2020	Compilation of English version (in chapter-wise) of the material and handover to IEC Division	By Coordination Section
02.12.2020 to 09.12.2020	Editing and Proof reading of English version of material	By SNA(IEC) Division
14.12.2020	Issuance of OM to all the Divisions/ Sections for vetting the facts and figures in the English version	By Coordination Section
21.12.2020	To return the material after vetting	By all Divisions/Sections
23.12.2020 to 31.12.2020	Translation of the vetted English version of the material into Hindi version	By Hindi Division
01.01.2021 to 08.01.2021	Proof reading of Hindi version	By Hindi Division
13.01.2021 to 14.01.2021	Approval of the draft Annual Report & handing over of the approved draft AR to printer	By Coordination Section
20.01.2021	Final date of receiving of Report from Printer	By Publisher/ Printing Agency
30.01.2021	Handing over the copies of the Annual Report to Parliament Section	By Coordination Section

To ensure timely completion of the Annual Report of D/oHFW, all Divisions/Sections are requested to submit the requisite material/inputs promptly and to adhere strictly to the time-lime stated in the 'Action Plan'.

CHECK LIST (Annual Report, 2020-21)

Name of Division/Section: _____

1.	Whether the material has been approved by the JS/AS concerned.	Yes / No
2.	Whether the material is in MS WORD format [.doc/ .docs file; font size:12; font type: Times New Roman] Whether the soft copy (MS-Word copy) of material has been sent through e-mail (at healthcdn-mohfw@gov.in) along-with hard copy.	Yes / No
3.	Whether material for the introduction to be given by Secretary (H&FW) has been enclosed.	Yes / No
4.	Whether photographs (in high resolution) with caption enclosed.	Yes / No
5.	Whether the material in respect of North-Eastern States enclosed.	Yes / No
6.	Whether the material in respect of Gender Issues enclosed.	Yes / No
7.	Whether ATNs in respect of the Audit observations have been enclosed in the prescribed format.	Yes / No
8.	Whether Annexures enclosed.	Yes / No

Signature of Under Secretary/Deputy Secretary/Director