



# DHR e-PMS

## User Manual for VRDL

2024



**DEPARTMENT OF HEALTH RESEARCH**  
**MINISTRY OF HEALTH AND FAMILY WELFARE**  
**GOVT. OF INDIA**

## DHR ePMS URL

The web link for VRDL scheme portal is "[www.schemes.dhr.gov.in](http://www.schemes.dhr.gov.in)."

## VRDL Scheme Portal Login

In the welcome page: you can see a "**DHR ePMS Login**" screen as shown below. Click on the "DHR e-PMS Login" for moving towards login page.

The screenshot shows the homepage of the Department of Health Research (DHR) ePMS portal. The browser address bar displays "schemes.dhr.gov.in". The page header includes the Government of India logo, the text "स्वास्थ्य अनुसंधान विभाग" (Department of Health Research), and the "G20" logo. A navigation menu contains "Home", "Schemes", "Downloads", "DHR e-PMS Team", "Contact Us", and "DHR e-PMS Login". A large banner features a DNA helix and a person in a lab coat, with the text "Grant-in-Aid" and a description of the scheme. A callout box points to the "DHR ePMS Login" button in the navigation menu.

Click on DHR ePMS Login

स्वास्थ्य अनुसंधान विभाग  
Department of Health Research

Home Schemes Downloads DHR e-PMS Team Contact Us DHR e-PMS Login

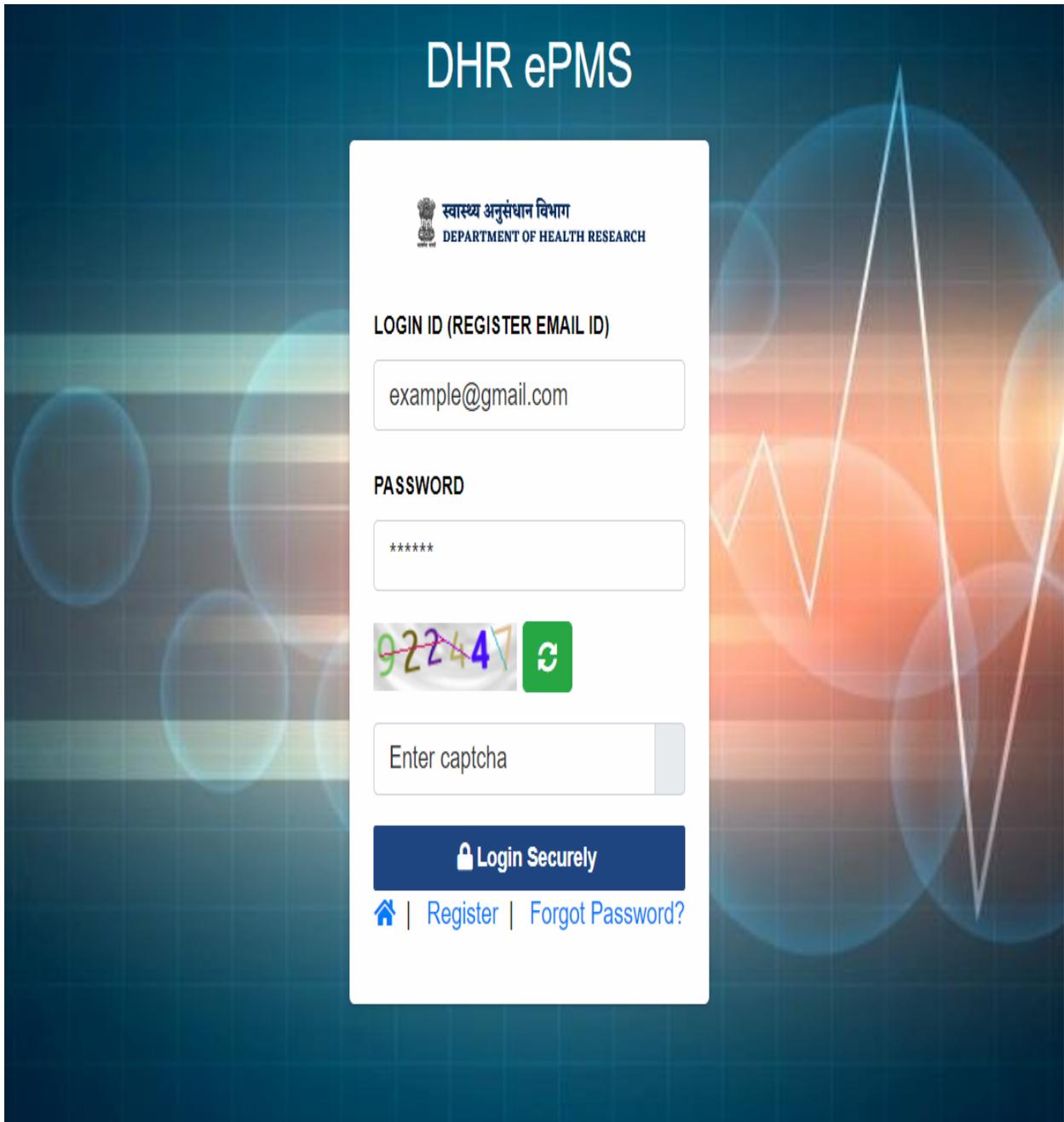
Grant-in-Aid

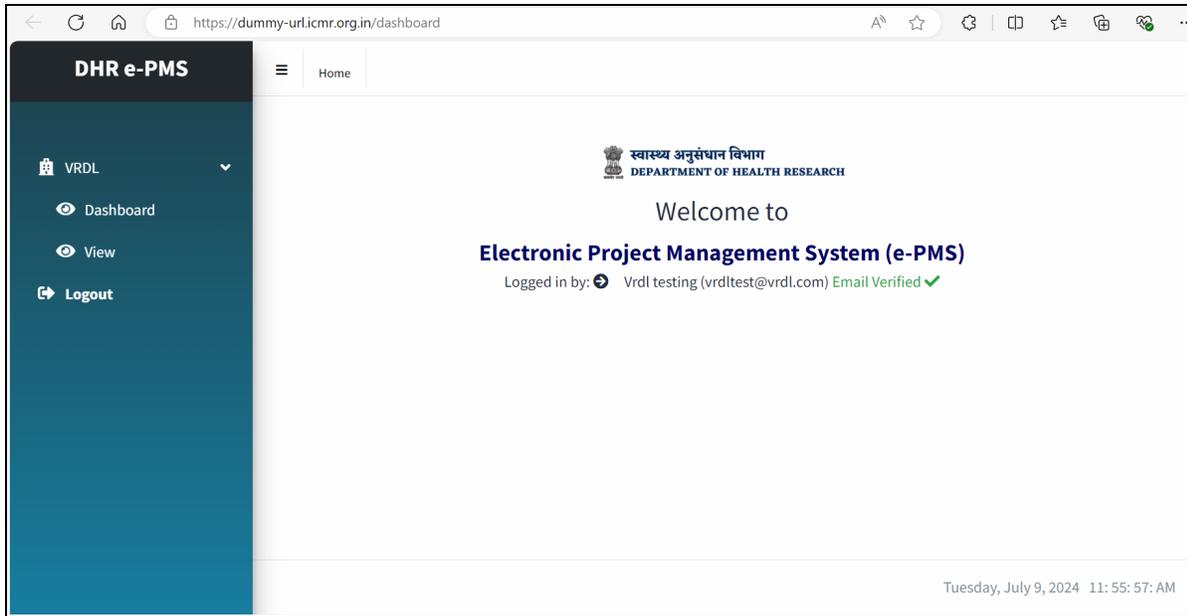
This scheme aims at providing support in the form of grant-in-aid to for carrying out research studies to identify the existing knowledge gap and to translate the health leads into deliverable products. The scheme will focus on encouraging innovation, their translation and implementation research so that there is a better utilization of available knowledge

Web based Submission, Processing & Management for Project Proposals

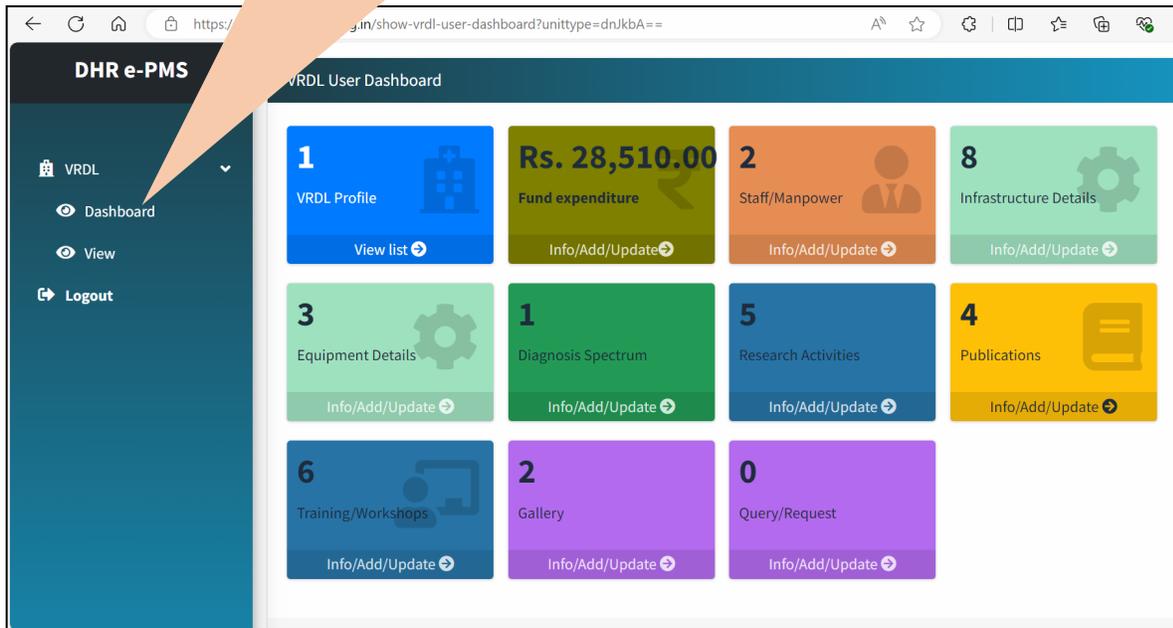
DHR e-PMS Login

Enter your existing  
username & password.  
Enter Captcha  
Click on Login Securely





Click on Dashboard. Click on various tiles to fill the details under the following section.



# VRDL Profile

VRDL profile need to be filled properly and updated on regular basis as an when required.

**DHR e-PMS** | Dashboard

Edit Profile: VRDL-2022-00001

Map user *	VRDL Level *	Name of VRDL *	NIE of Lab Code *
Vrdl testing, vrdltest@vrdl.com	Regional Level	test	sdfasfs
VRDL Complete Address Line1 *	VRDL Complete Address Line2	State *	District *
icmr	new delhi	DELHI	SOUTH
Pincode *	Type of Institute *	Sub Category of Institute *	Date of Sanction *
123123	Central Govt	Research Institute	23-11-2022
Date of Start of reporting to NIE *			
30-11-2022			

[View details](#) [Update details](#)

After filling the form click on Update Details to save

Click here to view VRDL Profile

Click here to add project staff details

Click here to edit information

**DHR e-PMS** | Dashboard | PDF | Excel | Print

List of VRDL

Search:

#	Reference Id	VRDL Level	Name of VRDL	NIE of Lab Code	VRDL Complete Address	District	State	Date of Sanction	Date of Functioning	Details of PI/Co-PI	Action
1	VRDL-2022-00001	Regional Level	test	sdfasfs	icmr	SOUTH	DELHI	2022-11-23	2022-11-30	Add/view PI/Co-PI	

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**DHR e-PMS** | VRDL Profile | Edit Information | Print

**VRDL Profile**

VRDL/Reference ID	VRDL-2022-00001
Level of VRDL	Regional Level
Name of VRDL	TEST
NIE of Lab Code	VRDL-2022-00001
VRDL Complete Address	icmr, new delhi
State	DELHI
District	SOUTH
Date of Sanction	2022-11-23
Date of Functioning	2022-11-30

**PI/Co-PI Detail**

#	Name	Email	Designation	Department	Contact No.	From date	To date	Role
1	test name	test@gmail.com	test des	test des	8376909569	2023-02-01	2023-02-22	COPI
2	abc	tac@sdafasd.com	ds	test	2552525252	2023-03-14	2023-03-23	PI
3	test as f asd	tesfasdf@gmail.cm	test des	asdfasdfas	8376995565	2023-05-16	2023-05-17	PI
4	6 gjuyt	jhg99999@jahpp.com	ghjjj	jhhhhhhhhhhhh	ghjjjjjjj	2020-01-01	2025-02-01	PI

**Funding details**

#	Budget released (INR)	Expenditure (INR)	Balance (INR)
1	157,790.00	28,510.00	129,280.00

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Click here to edit information

Click on Add New to add staff details

Click on Edit to update staff details

**DHR e-PMS** | Project Staff details

PI/CO-PI DETAILS

Back Add new

SL no.	Vrdl Id	Name	Email	Contact No.	Designation	Department	From date	To date	Role	Action
1	test	test name	test@gmail.com	8376909569	test des	test des	2023-02-01	2023-02-22	COPI	Edit
2	test	abc	tac@sdfasf.com	2552525252	ds	test	2023-03-14	2023-03-23	PI	Edit
3	test	test as f asd	tesfasdf@gmail.cm	8376995565	test des	asdfasdfas	2023-05-16	2023-05-17	PI	Edit
4	test	6 giuyt	jhgoggggg@ghahpp.com	ghjijijijij	ghjijij	jhhhhhhhhhhhh	2020-01-01	2025-02-01	PI	Edit

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**DHR e-PMS** | Dashboard

PI/Co-PI

Name (Max. 100 characters allowed)\*

Email (Max. 100 characters allowed)\*

Designation (Max. 150 characters allowed)\*

Contact No. (Max. 15 characters allowed)\*

Department (Max. 150 characters allowed)\*

From Date\*

To Date\*

Role\*

Go back Save

After filling the form click on Save to save the staff details

It is desired that the staff details to be updated regularly so that DHR is aware of the vacant and filled positions at the lab, these details will be considered for evaluation.

# Fund Expenditure

Labs need to update the details of the funds utilized against the fund received regularly upon utilization as per the funding norms described in the guidelines.

**Financial Monitoring**

Click here to add fund release/expenditure details

[Add fund release/expenditure](#) [Back](#)

VRDL: test

SL no.	Head	Budget released (if Any)	Release date (if any budget released)	Total expenditure (if any)	Sanctioned document (if any budget released)	Sanctioned date (if any budget released)	Action
1	Civil Work	6000.00	2023-05-01	6000.00	Not Uploaded	2023-05-01	
2	Civil Work	12.00	2023-05-17	10.00		2023-05-16	
3	Civil Work	44000.00	-	0.00		-	
4	Civil Work	7778.00	-	0.00		-	
5	Equipment	100000.00	2024-06-01	6000.00		2024-06-25	
6	Staff Salary	0.00	-	15000.00		-	
7	Civil Work	0.00	-	1500.00	Not Uploaded	-	
8	Equipment	0.00	-	0.00		-	
#	<b>Total :</b>	<b>₹ 167790</b>		<b>₹ 28510</b>			
#	<b>Balance Amount :</b>	<b>₹ 129280</b>					

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Click on the icon below action tab to edit and update already entered details.

**Add fund expenditure/release**

Select VRDL\*  Head\*  Total Funds Received by VRDL (If Any) \*

Date of Release (if any budget released)  Date of sanction (if any budget released)  Upload Copy of Sanction letter (if any budget released)

Total expenditure\*  Upload UC  UC upload date

[Save](#)

After filling the form click here to save the details

# Staff/Manpower

All staff/manpower details of the VRDL to be correct and updated.

Export to excel/pdf

**Click here to add staff/manpower details**

**Click here to edit staff/manpower details**

SL no.	VRDL Name	Designation	Name	Gender	Category	Highest qualification	Vaccination Status	Training	Joining date	Leaving date	Action
1	test	Scientist B (Non Medical)	Jitendar	Male	GEN	12th	Yes	Data Entry	09-03-2023	16-03-2023	Edit
2	test	Scientist B (Non Medical)	santosh	Male	GEN	Graduate	Yes	Virus Isolation and Culture	01-05-2023	02-01-0045	Edit

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**Add staff/manpower detail**

Name of Post\*  
Select

Name of Staff\* (Max. 100 characters allowed)\*  
Enter name of staff

Gender\*  
Select Gender

Category\*  
Select Category

Highest Qualification\*  
Select

Vaccination Status\*  
Select

Training  Data Entry  Serology  Molecular  Virus Isolation and Culture  BSL3  NGS

Joining Date\*  
dd-mm-yyyy

Leaving Date\* (if you leave blank then it will show currently working)  
dd-mm-yyyy

Go back **Save Staff details**

After filling the form click here to save staff/manpower details

# Infrastructure Details

Any kind of civil work or renovation work to be updated in infrastructure details section, also the status of work need to be updated. Details of equipment procured and installed is also required to be updated in infrastructure details.

**DHR e-PMS**
View Infrastructure/civil work details
PDF Excel Print

**Click here to add details of civil work or renovation work**

back Add new

SL no.	VRDL Name	Type of Work	Work Status	Description of work	Equipment procured & installed funded by	Total no of equipment procured	Equipment procured & installed by VRDL	Equipment from other sources	VRDL infrastructure images (5-6) upload	Action
1	test			test again	test	0	10	10	<a href="#">View</a>	<a href="#">Edit</a>
2	test			completed	Building	0	test kit	abc test	<a href="#">View</a>	<a href="#">Edit</a>
3	test					0	10	5	<a href="#">View</a>	<a href="#">Edit</a>
4	test			gfdgdfg fdgdfgdf dfgdfgdf		0	2	43	<a href="#">View</a>	<a href="#">Edit</a>
5	test	Renovation Work	Completed	gfdgdf dbfgfbg		4			<a href="#">View</a>	<a href="#">Edit</a>
6	test	Civil Work		ctdbb cbvcb		0	22	33	<a href="#">View</a>	<a href="#">Edit</a>
7	test	Civil Work	Completed	fgbgbbgf	VRDL	60			<a href="#">View</a>	<a href="#">Edit</a>
8	test	Civil Work	Pending	grfgfg	VRDL	45			<a href="#">View</a>	<a href="#">Edit</a>

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1
Next

**Click here to edit details related to civil work or renovation work**

**DHR e-PMS**
Dashboard

### Add infrastructure details

**Type of Work \***

**Status of work \***

**Description\*** (Mention the current progress of civil/renovation work.)

**Equipment procured & installed funded by\***

**No of Equipments installed\*** (Number's only)

**Upload image** (pdf file type allowed of maximum size 2 MB)

 No file chosen

Go back Save

**After filling the form click here to save the details**

# Equipment Details

Laboratories needs to update the equipment details purchased under the grants along with amount and purchased date of the equipment.

**Click here to add the details of equipment purchased**

SL no.	VRDL Name	Name of equipment	Purchase date	Purchase amount (INR)	Is the equipment purchased from VRDL grant?	Equipment facilitated by other machinery	Is the equipment under AMC/CMC including periodic calibration?	Log book entries of usage	Temperature charts for freezers and incubators	Power back up for freezers/incubators/other instruments	Whether functional or not	Action
1	test	test	01-03-2023	100.00	No	State Govt.	No	Yes	No	Yes	Yes	
2	test	test vrdl	07-03-2023	100.00	No		No	No	No	No	No	
3	test	dsds	11-05-2024	55.00	Yes	rgfg	Yes	Yes	No	Yes	Yes	
<b>Total:</b>				<b>255</b>								

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Click on the icon below action tab to edit and update already entered details.

After filling the form click here to save the details

**DHR e-PMS** Dashboard

**Add equipment details**

**Name of Equipment \*** (Max. 255 characters allowed)  
Enter Name of Equipment

**Purchase date\***  
dd-mm-yyyy

**Purchase Amount\***  
Enter Purchase Amount

**Is the equipment purchased from VRDL grant?\***  
Select

**Equipment facilitated by other machinery (Donation/State Govt./Others)\***  
Equipment facilitated by other machinery (Donation/State Govt./Others)

**Is the equipment under AMC/CMC including periodic calibration\***  
Select

**Log book entries of usage\***  
Select

**Temperature charts for freezers and incubators**  
No

**Power back up for freezers/incubators/other instruments\***  
Select

**Whether functional or not\***  
Select

[Go back](#) [Save details](#)

# Diagnosis Spectrum

Details about all the etiological agents along with its testing method, required sample, sample quantity and details related to kit should be entered on diagnosis spectrum section.

**DHR e-PMS**

VRDL <

Logout

**Diagnosis Spectrum**

Click here to add diagnosis spectrum

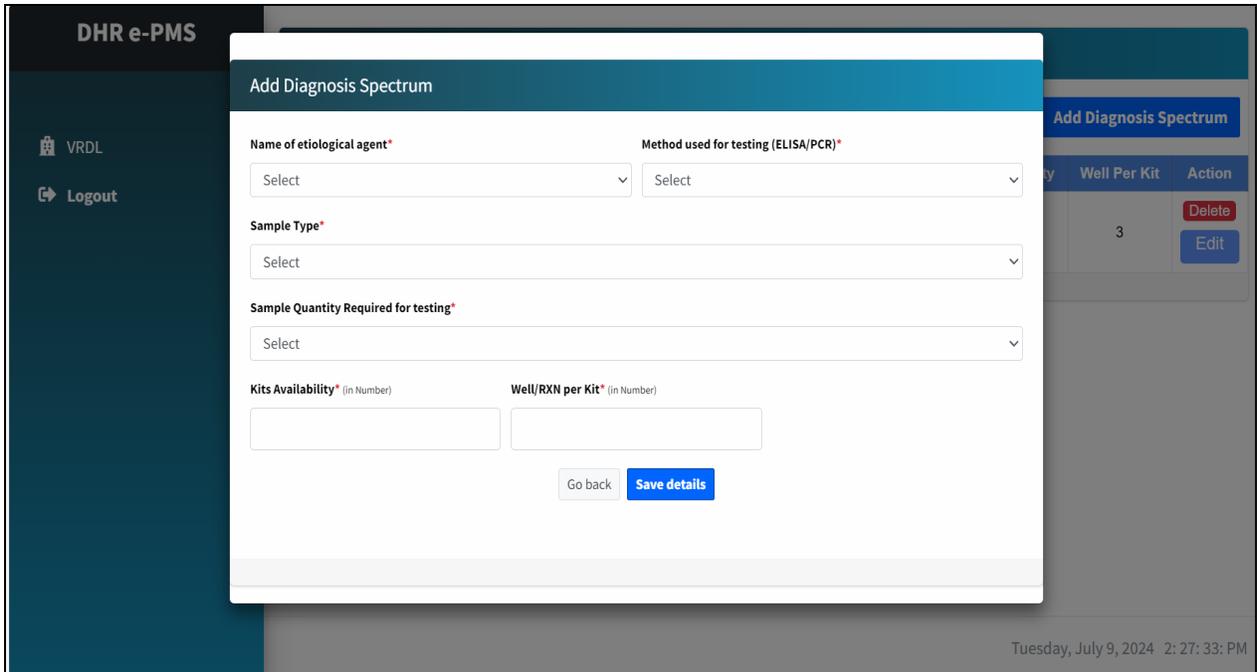
Add Diagnosis Spectrum

Sr.no	Etiological Agent	Testing Method	Sample Required	Sample Quantity	Kit Availability	Well Per Kit	Action
1	Chandipura virus (CHPV)	ELISA	Blood	2	3	3	<span>Delete</span> <span>Edit</span>

Click here to edit or delete the already entered details

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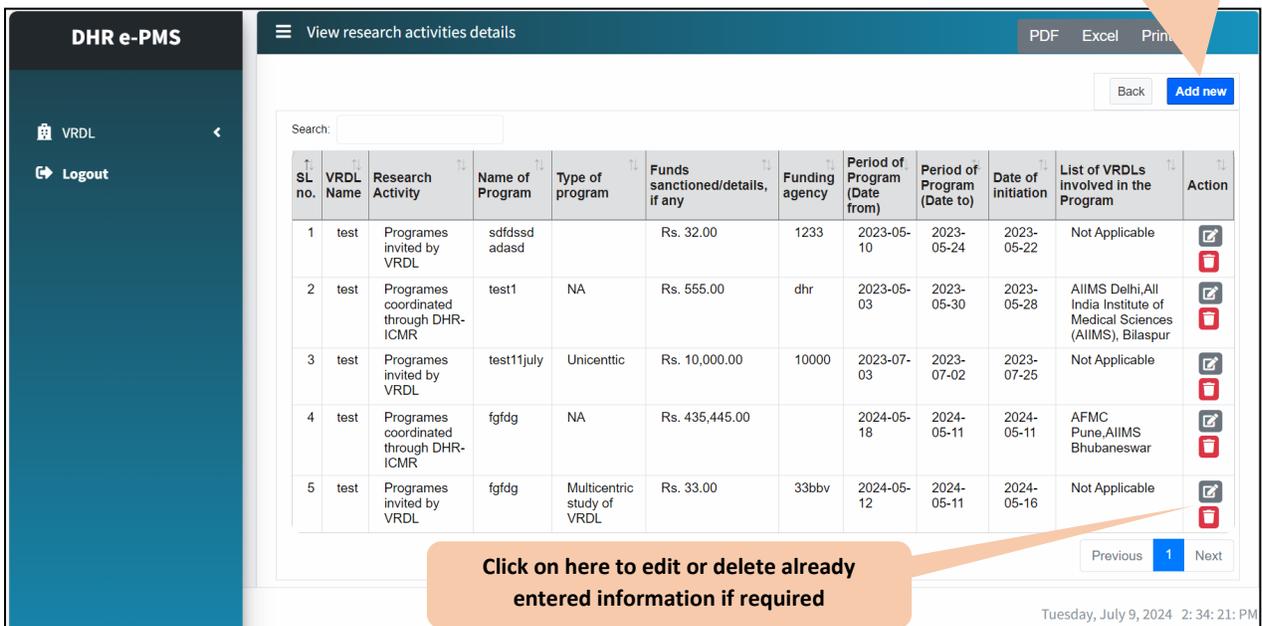
After filling the form click here to save the details



## Research Activities

Details of all the research activities performed at laboratory should be entered in the system. Details related to name and type of program, fund sanction details, funding agency details, period of program, date of initiation and list of VRDLs involved in the program to be captured.

Click on Add New button to update the research activities



Click on here to edit or delete already entered information if required

**DHR e-PMS** | Dashboard

**VRDL Research Activities**

Research activities\*  
 Select

Name of Program\*  
 Enter Name of program

Type of program\*  
 Select

Funds sanctioned/details, if any (If there is no fund sanctioned(details then enter '0') in Rs.\*  
 Enter Funds sanctioned (in Rs.)

Funding agency\*  
 Enter name of funding agency

Period of Program (Date from)\*  
 dd-mm-yyyy

Period of Program (Date to)\*  
 dd-mm-yyyy

Date of initiation\*  
 dd-mm-yyyy

Go back | Save details

## Publications

Details related to any published research paper to be entered in the publication section. All the required details such as virus pathogen, title of the publication, details of authors, name of journal, whether journal is indexed or not, publication date, ISSN number, along with DOI (Data object Identifier) need to be captured.

**DHR e-PMS** | Detailed View | PDF | Excel | Print

**PUBLICATION DETAILS** | [Click here to add details related to publications](#) | [Back](#) | [Add new](#)

Search:

SL no.	Virus Pathogen	Title	Authors	Name of journal	Whether journal is indexed or not	Impact factor of Journal	Volume	Page number	Issue	ISSN	Citation	Publication date	Action
1	Norovirus	test	test	test	no	2	t	100-100	t	t		2023-03-01	
1	Chikungunya	test	test1	doe1	no	5	55	5		55858		2023-05-23	
1	Adeno Virus,Hepatitis virus (HAV, HBV, HCV, DDD, HEV)	cv	cvc	cv	no	33	89	3dfd	33	76778gh		2024-06-01	
1	Astrovirus,Bocaparvovirus,Chikungunya	fbvcbv	vbcbv	cbcv	no	33	v	vw	vw	vw		2024-05-31	

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**DHR e-PMS** Dashboard

### Add New Publication Detail

**Virus Pathogen \***

**Title \***

**Authors \*** (separated by semicolon(;))

**Name of Journal \***

**Whether journal is indexed or not \***

**Publication Date \*** dd-mm-yyyy  **Volume**

**Pages \***

**Issue \***  **ISSN No. \***

**Impact Factor**

**DOI (Data object Identifier)**  **DOI (Data object Identifier) upload in pdf** (Max. upload file size: 5 MB)

No file chosen

After filling the form click here to save the publication details

## Training/Workshops

Details related to training or workshops conducted by NIV, NIE and VRDL to be entered in training/workshop section. All required details like no. of training, title, no. of participating VRDLs, no. of participants and the date to workshop need to be captured.

Export to excel/pdf

Click on here to add details of trainings/workshops

Click on here if existing records to be updated or deleted

**DHR e-PMS** Training/Workshops PDF Excel Print

VRDL Logout

TRAINING/WORKSHOPS DETAILS

Search:

SL no.	VRDL Name	Training imparted/Conducted by	Title	Date of Training	No. of participants VRDLs	No. of participants	VRDL Participants	Training/Workshop/CME	Action
1	test	NIV	asdfsd	2023-05-16	12	23			<a href="#">Edit</a> <a href="#">Delete</a>
2	test	NIE	test	2023-05-24	133	233			<a href="#">Edit</a> <a href="#">Delete</a>
3	test	NIV	shdhdh	2023-05-19	12	12			<a href="#">Edit</a> <a href="#">Delete</a>
4	test	VRDL		2023-05-09	0	12	jjut	CME	<a href="#">Edit</a> <a href="#">Delete</a>
5	test	VRDL		2023-05-07	0	12	14	Training	<a href="#">Edit</a> <a href="#">Delete</a>
6	test	VRDL		2023-05-22	0	0	scbf	Training	<a href="#">Edit</a> <a href="#">Delete</a>

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**DHR e-PMS** Dashboard

VRDL Logout

VRDL Training / Workshops

Training imparted/Conducted by:

No. of training

Title

No. of Participating VRDLs

No. of Participants

Date

[Go back](#) [Click here to save](#)

After filling the form click here to save the details

# Gallery

This gallery is a collection of all the relevant photographs required to be save for future references by VRDLs.

**DHR e-PMS** View gallery details PDF Excel Print

Click on here to upload images

Back Add new

Search:

SL no.	VRDL Name	Image Title	View	Action
1	test	test		
2	test	vrld icmr		

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**DHR e-PMS** Dashboard

Add vrld images

Title of image \* (Max. 200 characters allowed)

Enter title of image

Upload image \* (jpg/jpeg/gif/png file type allowed of maximum size 2 MB)

Choose File No file chosen

Go back Save image

After putting the title and uploading the image, click here to save

# Query/Request

User having any query related to technical, administrative, finance, general can be raised through the same portal which can also be tracked for further follow-up by the user to get it resolved.

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**Department of Health Research  
2nd Floor, IRCS Building,  
1, Red Cross Road, New Delhi - 110001.  
Website: <https://dhr.gov.in>**