

## Citizen's Charter- HRD Scheme

**Dated:** 13.11.2025

**Subject:** Submission of Updated Citizen Charter- HRD Scheme

Reference: OM P-11012/14/2025- HR (PG) dated 22nd October 2025

### OUR COMMITMENTS TO YOU

S l. N o .	Our Services and Transactions	How we measure our performance in this area	Our service Standard
1.	Timely prioritization and approval after receipt of complete proposals of State Governments/ Union Territories (UTs) and Central & Government Medical Colleges/ Institutions for implementation of <b>Human Resource Development Scheme of Health Research</b>	Average time taken for seeking recommendations of Technical Evaluation Committee from the last date of receipt of the complete proposals.	60-80 working days depending upon nature and quantity of applications
		Average time taken to obtain the approval from the Approval Committee after technical evaluation of the proposals.	15 working days
		Average time taken to obtain the sanction for release of funds after final approval of the proposals.	15 working days
		Average time taken to release/ transfer of funds after sanctioning of the proposals and receipt of all codal documents	30 working days
2.	Prompt Grievance Redressal	Average time taken to	15 working

		redress grievance received through registered post.	days
		Average time taken to redress grievance received electronically through CPGRAMS portal	10 working days
		Average time taken to send communication for additional information.	5 working days or within permitted timeline

**Note:** Please refer to the DHR website for detailed information like eligibility criteria and procedure, where and how to apply, list of required documents etc. for various fellowships and grants given under DHR- HRD Scheme.

Digitally signed by  
KARMARKAR TUSHAR ARUN  
Date: 18-11-2025 11:03:08

(Dr. Tushar Karmarkar Arun)  
Deputy Secretary to the Govt. of India.