

Directorate General of Health Services
Emergency Medical Relief

No.	Points on which details are to be provided	Details
a.	Particulars of its Organization, functions, duties	As per annexure
b.	Powers and duties of its officers and employees	Director, EMR takes orders and approvals from Director General of Health Services and Secretary, Ministry of Health & F.W. and discharges his functions accordingly.
c.	Procedure followed in the decision making process, including channel of supervision and accountability	The channel of submission is: EMR Section ↓ Director, EMR ↓ DGHS
d.	Norms set by it for the discharge of its functions	As per Govt. Rules and Orders
e.	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	As per Govt. Rules and Orders
f.	Statement of the categories of documents that are held by it or under its control	Nil
g.	Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	Nil
h.	Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards,	Nil

	councils, committees and other to the public, or the minutes of such meetings are accessible for public;	
i	A directory of its officers and employees;	Director, Emergency Medical Relief Senior Medical Officer (EMR) <u>EMR Section</u> Assistant-1 LDC-1 PA to Director, EMR and other supportive staff.
j	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;	As per Govt. orders
k	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;	Nil
l	Particulars of recipients of concessions, permits or authorizations granted by it	Nil
n	Details in respect of the information, available to or held but it, reduced in an electronic form;	Nil
o	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use;	Nil
p	The names, designations and other particulars of the Public Information Officers; and	Already given
q	Such other information as may be prescribed and thereafter update these publications every year	Not applicable.

Emergency Medical Relief and Health Sector Disaster Management:

MOHFW is one of the important ministries supporting the nodal ministry [Ministry of Home Affairs] in disaster relief [except biological disasters]. It has been assigned the following Emergency Support Functions for relief activities:

- ❑ To identify likely diseases and medical health disorders associated with disasters
- ❑ To identify and earmark likely medicines and medical support, stores and equipment required:
- ❑ To maintain inventory and assessment of availability of requirements including portable equipments at different locations:
- ❑ To set up quick response teams
- ❑ Identify laboratories which can be used for analysis:

With reference to the above emergency support functions, following activities are carried out by EMR Division of Directorate General of Health Services

- (a) Planning for disaster management activities pertaining to health sector
- (b) Coordination with Central ministries/ departments; State/District health authorities for disaster response/ reconstruction/ rehabilitation.
- (c) Manpower and material logistic support to States requisitioning the same