RULES AND REGULATIONS FOR PROGRAMME ADMINISTRATION

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Issuing Authority: Competent Authority, Medical Research and Fellowship Organization (MRFO)
Status: For adoption/implementation in accordance with the applicable MRFO approval record

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CHAPTER I: GENERAL PROVISIONS

Rule 1. Short Title and Applicability

These rules shall be known as the "MRFO Rules and Regulations for Programme Administration." They shall apply to fellowship and training programmes administered by the Medical Research and Fellowship Organization (MRFO), including the activities of its approved Training Partners, enrolled participants, programme coordinators, assessors and other authorized personnel.

Rule 2. Objectives

The objectives of these rules are to establish a transparent, accountable and standardized framework for:

1. Administration of fellowship and training programmes in healthcare and medical research.
2. Approval and publication of programmes.
3. Appointment and monitoring of Training Partners.
4. Participant registration, training, assessment and certification.
5. Administration of stipends or grants, wherever specifically approved.
6. Quality assurance, record maintenance and grievance redressal.

Rule 3. Governing Framework

Programme administration shall be undertaken in accordance with applicable laws, rules, regulations, the terms of the relevant authorization or sanction order, and the internal policies of MRFO.

The authorization letter referenced above shall be recorded and applied in accordance with its actual terms and scope. No provision of these rules shall independently extend the authority granted by an external approval or sanction.

CHAPTER II: PROGRAMME APPROVAL AND PUBLICATION

Rule 4. Programme Proposal

Every fellowship or training programme shall have a documented proposal specifying its title, objectives, duration, eligibility criteria, curriculum, delivery method, assessment procedure, fee structure, certification details and, where applicable, stipend or grant provisions.

Rule 5. Internal Approval

Before publication or commencement, each programme shall receive the approval of the competent authority within MRFO. The approval record shall identify the programme, approved terms, responsible officer and effective date.

Rule 6. Authorization and Recognition

The programme is being conducted under the aegis, authorization, or recognition of the Ministry of Health & Family Welfare (MoHFW), Government of India.

Rule 7. Publication of Programme Information

MRFO shall publish accurate information regarding eligibility, curriculum, duration, selection, fees, assessment, certification and other applicable conditions. Any claim regarding free education, stipend, grant or financial assistance shall be accompanied by clear eligibility conditions and the applicable approval or sanction details.

CHAPTER III: TRAINING PARTNER ONBOARDING AND MANAGEMENT

Rule 8. Application and Eligibility

Institutions, organizations or other eligible entities seeking appointment as MRFO Training Partners shall submit the prescribed application, organizational documents, infrastructure details, personnel information and declarations required by MRFO.

Rule 9. Verification and Due Diligence

MRFO may verify the applicant's legal status, credentials, facilities, financial capacity, proposed trainers and compliance history before granting approval.

Rule 10. Approval and Agreement

A Training Partner shall commence activities only after receiving written approval from MRFO and executing the prescribed agreement. The agreement shall specify the permitted activities, programme scope, responsibilities, fees, reporting requirements, quality standards and termination conditions.

Training Partner approval shall not, by itself, constitute independent approval or accreditation by MoHFW or any other external authority.

Rule 11. Renewal, Suspension and Termination

MRFO may renew, suspend or terminate a Training Partner's approval based on performance, compliance, complaints, financial irregularities, misrepresentation or breach of agreement. Appropriate notice and an opportunity to respond shall be provided where required under the applicable agreement and rules.

CHAPTER IV: PARTICIPANT REGISTRATION AND ENROLMENT

Rule 12. Eligibility and Admission Notice

Each programme shall have published eligibility criteria, application requirements, selection procedures, timelines and any applicable fee or financial assistance conditions.

Rule 13. Verification of Applications

Participant applications and supporting documents shall be verified according to the programme requirements. False, forged or materially misleading information may result in rejection or cancellation, subject to the applicable procedure.

Rule 14. Selection and Enrolment

Admission shall be granted according to the approved selection criteria, available seats and applicable programme conditions. Enrolment shall be confirmed through an official communication or system record.

Rule 15. Participant Consent and Responsibilities

Participants shall be informed of programme requirements, attendance rules, assessment methods, applicable fees, refund conditions, certification requirements and the terms governing any stipend or grant.

Participants shall provide accurate information, follow programme instructions and comply with applicable conduct and assessment rules.

CHAPTER V: TRAINING, ATTENDANCE, ASSESSMENT AND CERTIFICATION

Rule 16. Delivery of Training

Training shall be delivered according to the approved curriculum and schedule through the authorized mode, including online, classroom-based or blended learning, as applicable.

Rule 17. Attendance and Academic Records

Attendance, learning activities, assessments and participant progress shall be recorded in the designated register or digital system. Minimum attendance requirements, where applicable, shall be communicated before the programme begins.

Rule 18. Assessment and Evaluation

Assessments shall follow documented procedures designed to promote fairness, consistency and integrity. The applicable passing criteria, reassessment provisions and evaluation method shall be communicated to participants.

Rule 19. Certificate Issuance

Certificates shall be issued only to participants who satisfy the approved programme completion and assessment requirements. Each certificate shall be verifiable through an appropriate record or verification mechanism maintained by MRFO.

A certificate issued by MRFO shall not be represented as a government qualification, university degree, statutory licence or professional registration credential unless the relevant status is separately and validly authorized.

CHAPTER VI: STIPEND, GRANTS AND FINANCIAL MANAGEMENT

Rule 20. Eligibility for Stipend or Grant

A stipend or grant shall be payable only to participants who meet the applicable eligibility criteria and the conditions specified in the relevant approval or sanction order.

The authorization letter dated 04 April 2026 refers to a stipend/grant under Section No. 456385, as stated in the letter. The applicable sanction order, approved amount, funding source, eligible programmes, beneficiaries and disbursement conditions shall be verified before any payment commitment is made.

Rule 21. Communication of Financial Benefits

MRFO shall clearly communicate the amount, duration, eligibility, payment schedule, required documentation and conditions of any approved stipend or grant. Publication of a programme shall not, by itself, establish an unconditional entitlement to financial assistance.

Rule 22. Financial Records and Utilization

All programme receipts, expenditure, stipend or grant disbursements and related transactions shall be supported by appropriate records. Funds shall be used only for their approved purposes and in accordance with the applicable financial conditions.

Rule 23. Audit and Financial Accountability

MRFO shall maintain financial statements, supporting documents, payment records and utilization reports as required by the applicable rules and sanction conditions. These records shall be made available to the competent authority or authorized auditor where lawfully required.

CHAPTER VII: MONITORING, COMPLIANCE AND GRIEVANCE REDRESSAL

Rule 24. Monitoring and Quality Assurance

MRFO shall establish appropriate mechanisms to monitor programme delivery, Training Partner performance, participant progress, assessment quality and compliance with approved conditions.

Rule 25. Corrective Action

Where deficiencies are identified, MRFO may issue directions for corrective action, prescribe a compliance timeline, conduct further verification or suspend the relevant activity where justified.

Rule 26. Grievance Redressal

MRFO shall maintain a procedure for receiving, registering, reviewing and resolving grievances relating to admission, training, assessment, certification, financial assistance and Training Partner conduct.

Rule 27. Review and Appeal

A person affected by an administrative decision may request a review through the designated MRFO authority in accordance with the applicable procedure. Review requests shall be examined impartially and documented.

Rule 28. Misconduct and Fraud Prevention

Misrepresentation, forged documents, unauthorized collection of money, misuse of funds, examination malpractice or misuse of MRFO's name and authorization references may result in appropriate disciplinary or legal action, subject to applicable law and procedure.

CHAPTER VIII: DATA PROTECTION, CONFIDENTIALITY AND RECORDS

Rule 29. Data Protection and Confidentiality

MRFO and its Training Partners shall handle participant information responsibly and in accordance with applicable data-protection and confidentiality requirements. Personal information shall be accessed or disclosed only for legitimate and authorized purposes.

Rule 30. Record Maintenance and Retention

MRFO shall maintain programme approvals, enrolment records, attendance, assessments, certificates, financial documents, agreements, complaints and compliance reports for the periods prescribed by applicable law, agreements or relevant approval conditions.

Rule 31. Disclosure and Verification

Information may be disclosed to competent authorities, authorized auditors or other legally entitled persons where required or permitted by applicable law. Certificate and programme verification shall be conducted through authorized channels while protecting confidential information.

CHAPTER IX: AMENDMENT, INTERPRETATION AND IMPLEMENTATION

Rule 32. Amendment of Rules

These rules may be amended by the competent authority of MRFO through a documented approval process. Amendments affecting an externally authorized programme shall also comply with any applicable requirement for prior approval or notification to the relevant authority.

Rule 33. Interpretation and Exceptions

Any question regarding the interpretation of these rules shall be referred to the competent authority of MRFO. No exception shall be permitted where it would violate applicable law, the terms of an authorization, or the conditions of a financial sanction.

Rule 34. Effective Date and Implementation

These rules shall take effect from the date recorded in the formal approval of the competent authority of MRFO. They shall be circulated to the relevant departments, programme coordinators and approved Training Partners for implementation.

APPROVAL AND AUTHENTICATION

For and on behalf of the Medical Research and Fellowship Organization (MRFO)

Authorized Signatory: Sudhir Khanna

Name: Dr. Sudhir Khanna

Designation: Chairperson

MRFO Approval Reference: MRFO/ESTT./2026/046

Date of Approval: 04-April-2026

Effective Date: 13 April 2026

Official Seal:

Approval Letter

भारत सरकार / Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
निर्माण भवन, नई दिल्ली – 110011
Nirman Bhawan, New Delhi – 110011

सत्यमेव जयते

Azadi Ka Amrit Mahotsav

F. No. Del-MoHFW/3256/Estt/0675 Dated: 04 April 2026

AUTHORIZATION LETTER

To,
Medical Research and Fellowship Organization (MRFO)
Sector-13, R.K. Puram
New Delhi – 110066

Subject: Authorization to implement Fellowship and Training Programmes under the aegis of Ministry of Health & Family Welfare (MoHFW).

In reference to the proposal submitted by Medical Research and Fellowship Organization (MRFO) for conducting fellowship and training programmes in the field of healthcare and medical research, the Ministry of Health & Family Welfare (MoHFW), Government of India, hereby accords authorization to MRFO to implement and conduct the said programmes under its overall guidance and supervision.

The fellowship and training programmes offered by MRFO are hereby recognized by the Ministry of Health & Family Welfare, Government of India. A stipend/grant has been approved for these programmes under the relevant provision (Section No. 456385) as per the Ministry's sanction order.

This authorization is subject to compliance with the applicable rules, regulations and conditions issued by the Ministry from time to time. MRFO shall ensure the quality, transparency and proper utilization of the approved funds for the intended purpose.

This issues with the approval of the competent authority.

(Dr. Rajesh Kumar)
Under Secretary (Training & Research)
Ministry of Health & Family Welfare
Government of India