PROGRAMME GOVERNANCE AND ADMINISTRATION ACT, 2026

Proposed Internal Governance Instrument

Document Reference: MRFO/ACT/2026/032
Version: 1.0
Organization: Medical Research and Fellowship Organization (MRFO)
Referenced Authorization Letter: F. No. Del-MoHFW/3256/Estt/0675
Date of Referenced Letter: 04 April 2026
Approval Status: Subject to formal approval by the competent authority of MRFO

PREAMBLE

Whereas the Medical Research and Fellowship Organization (MRFO) seeks to establish a structured, transparent and accountable framework for the administration of fellowship and training programmes in healthcare and medical research;

And whereas it is necessary to prescribe provisions governing programme approval, Training Partner management, participant enrolment, training, assessment, certification, financial administration, monitoring, data protection and grievance redressal;

And whereas programme activities must be conducted in accordance with applicable laws, the organization's governing documents and the actual terms and conditions of any relevant authorization or sanction order;

Now, therefore, MRFO proposes to adopt the following internal governance provisions for the administration and management of its programmes, subject to approval by its competent authority and compliance with applicable law.

CHAPTER I

PRELIMINARY

Section 1. Short Title and Commencement

1. This instrument shall be known as the **MRFO Programme Governance and Administration Act, 2026**.

2. It shall come into operation from the date recorded in the formal approval issued by the competent authority of MRFO.
3. This instrument shall operate as an internal governance framework and shall not, by itself, constitute legislation enacted by Parliament or a State Legislature.

Section 2. Definitions

For the purposes of this instrument, unless the context otherwise requires:

1. **"MRFO"** means the Medical Research and Fellowship Organization.
2. **"Competent Authority"** means the person or body authorized under MRFO's applicable governing documents to approve and administer programmes.
3. **"Programme"** means a fellowship, training, educational or related programme administered by MRFO.
4. **"Training Partner"** means an institution or organization formally approved by MRFO to perform specified programme activities.
5. **"Participant"** means a person whose application has been accepted and whose enrolment has been confirmed.
6. **"Authorization"** means a valid written permission or approval issued by a competent authority, within its actual scope and conditions.
7. **"Stipend or Grant"** means financial assistance payable only under applicable eligibility criteria and a valid approval or sanction.
8. **"Certificate"** means a completion or achievement document issued by MRFO under its approved procedures.
9. **"Applicable Law"** means the laws, rules and regulations legally applicable to MRFO and the relevant programme.

Section 3. Objectives

The objectives of this instrument are to:

1. Establish a transparent programme administration system.
2. Prescribe procedures for programme approval and publication.
3. Regulate the appointment and monitoring of Training Partners.
4. Establish participant registration and enrolment procedures.
5. Ensure fair training, assessment and certification.
6. Provide a framework for approved stipends and grants.
7. Maintain financial accountability and records.
8. Provide monitoring, quality assurance and grievance redressal.
9. Protect participant information and confidential records.
10. Prevent fraud, misrepresentation and misuse of MRFO's name or resources.

Section 4. Scope and Applicability

These provisions shall apply to MRFO's departments, programme coordinators, approved Training Partners, assessors, participants and other persons performing authorized programme-related functions.

Where a programme is governed by a separate agreement, authorization or sanction order, the relevant specific conditions shall also apply.

Section 5. Legal and Regulatory Compliance

1. All activities shall be conducted in accordance with applicable law and valid organizational approvals.
2. No provision of this instrument shall override a statutory requirement or extend the scope of an external authorization.
3. Any activity requiring separate regulatory permission shall not be commenced until the required permission has been obtained.
4. MRFO shall maintain records of relevant approvals and conditions.

CHAPTER II

GOVERNANCE AND PROGRAMME APPROVAL

Section 6. Powers and Responsibilities of the Competent Authority

Subject to MRFO's governing documents and applicable law, the competent authority may:

1. Approve, modify or discontinue MRFO programmes.
2. Approve programme policies, operational procedures and administrative arrangements.
3. Appoint programme coordinators and other authorized personnel.
4. Approve Training Partner appointments and agreements.
5. Review programme performance and compliance.
6. Approve internal amendments to this instrument.
7. Direct corrective action in cases of non-compliance.

All decisions shall be recorded in the appropriate approval register or official record.

Section 7. Programme Proposal and Approval

1. Every programme shall have a documented proposal.
2. The proposal shall specify its title, objectives, duration, eligibility, curriculum, delivery method, assessment, fees, certification requirements and applicable financial provisions.

3. The competent authority shall approve the proposal before publication or commencement.
4. The approved programme record shall identify the responsible officer and effective date.
5. Material changes shall be documented and approved before implementation.

Section 8. External Authorization and Recognition

1. Where a programme is described as being conducted under the aegis, authorization or recognition of the Ministry of Health & Family Welfare (MoHFW), Government of India, such description shall remain within the scope of the applicable authentic authorization.
2. MRFO shall maintain the relevant authorization documents and comply with their applicable conditions.
3. No separate government recognition, university equivalence, statutory accreditation or professional registration status shall be claimed unless independently supported by valid authorization from the appropriate authority.
4. References to an external authority shall not be used in a misleading manner in advertisements, certificates, websites or agreements.

Section 9. Publication and Disclosure of Programme Information

MRFO shall publish accurate information concerning eligibility, selection, duration, curriculum, fees, assessments, certificates and applicable financial assistance.

Any claim that a programme is free of charge or carries a stipend or grant shall state the relevant eligibility conditions and applicable approval or sanction details.

CHAPTER III

TRAINING PARTNERS

Section 10. Application and Eligibility

An entity seeking appointment as an MRFO Training Partner shall submit the prescribed application and supporting documents, including organizational details, infrastructure, personnel and declarations required by MRFO.

Section 11. Verification and Due Diligence

MRFO may verify the applicant's identity, legal status, credentials, facilities, proposed trainers, financial capacity and compliance history before making an appointment decision.

Section 12. Appointment and Agreement

1. No applicant shall operate as an approved MRFO Training Partner before receiving written approval.
2. The parties shall execute the prescribed agreement before commencing authorized activities.
3. The agreement shall define responsibilities, programme scope, financial terms, reporting, quality standards, record maintenance and termination conditions.
4. Appointment by MRFO shall not independently confer government accreditation or authorization.

Section 13. Monitoring, Renewal and Termination

1. MRFO may monitor Training Partner performance and compliance.
2. Renewal shall be subject to the applicable approval criteria and agreement.
3. MRFO may suspend or terminate an appointment for serious non-compliance, misrepresentation, fraud, financial irregularities or breach of agreement.
4. Notice and an opportunity to respond shall be provided where required by applicable law, agreement or procedure.

CHAPTER IV

PARTICIPANT REGISTRATION AND RIGHTS

Section 14. Eligibility and Admission

Each programme shall publish its eligibility criteria, application procedure, selection process, timelines, seat availability and applicable fees or financial assistance conditions.

Section 15. Verification and Selection

1. Applications and supporting documents shall be verified according to the programme requirements.
2. Selection shall follow the approved criteria and documented procedure.
3. False, forged or materially misleading information may lead to rejection or cancellation, subject to applicable procedure.
4. Enrolment shall be confirmed through an official communication or authorized digital record.

Section 16. Participant Rights and Responsibilities

Participants shall be entitled to receive accurate programme information and fair treatment under the approved programme rules.

Participants shall:

1. Provide accurate information and genuine documents.
2. Follow attendance and academic requirements.
3. Comply with assessment and conduct rules.
4. Observe applicable fee and refund conditions.
5. Protect confidential information accessed through the programme.
6. Use grievance channels where they believe a decision or action is improper.

Section 17. Participant Consent

MRFO shall communicate relevant programme conditions before enrolment, including fees, duration, attendance, assessments, certification requirements, refund provisions and any applicable stipend or grant conditions.

CHAPTER V

TRAINING, ASSESSMENT AND CERTIFICATION

Section 18. Training Delivery

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

Section 19. Attendance and Academic Records

MRFO or the authorized Training Partner shall maintain attendance, learning activities, assessments and progress records. Any minimum attendance requirement shall be communicated before the programme begins.

Section 20. Assessment and Evaluation

1. Assessments shall follow documented procedures designed to promote fairness, consistency and integrity.
2. Passing criteria and reassessment arrangements shall be communicated to participants.
3. Examination malpractice or falsification of assessment records may result in appropriate action under applicable rules and procedures.

Section 21. Issuance and Verification of Certificates

1. Certificates shall be issued only to participants who meet the approved completion and assessment requirements.
2. MRFO shall maintain records sufficient to verify certificates issued by it.
3. Certificates shall accurately identify the issuing organization and programme.
4. A certificate 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

STIPENDS, GRANTS AND FINANCIAL MANAGEMENT

Section 22. Eligibility for Financial Assistance

1. A stipend or grant shall be payable only where the relevant financial assistance has been duly approved or sanctioned and the participant satisfies its conditions.
2. The authorization letter referenced as F. No. Del-MoHFW/3256/Estt/0675, dated 04 April 2026, refers to a stipend/grant and Section No. 456385 as stated in that document.
3. The applicable sanction order, funding source, approved amount, eligible programmes, beneficiaries and payment conditions shall be verified before a payment commitment is made.
4. No unconditional entitlement shall arise merely from programme publication or enrolment.

Section 23. Financial Disclosure and Disbursement

MRFO shall communicate the applicable amount, duration, eligibility, payment schedule, documentation requirements and conditions of any approved financial assistance.

Payments shall be processed according to the applicable authorization, sanction, financial procedure and verification requirements.

Section 24. Accounts, Utilization and Audit

1. Programme receipts, expenditure, fees, grants and stipend payments shall be supported by appropriate records.
2. Funds shall be used only for approved purposes and subject to applicable financial conditions.
3. MRFO shall maintain financial statements, payment records, supporting documents and utilization reports as required.

4. Records shall be made available to a competent authority or authorized auditor where lawfully required.

CHAPTER VII

MONITORING, COMPLAINTS AND DISCIPLINARY ACTION

Section 25. Monitoring and Quality Assurance

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

Section 26. Corrective Action

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

Section 27. Grievance Redressal

1. MRFO shall maintain a procedure for receiving, registering, reviewing and resolving complaints.
2. Complaints may relate to admission, training, assessments, certification, financial assistance or Training Partner conduct.
3. Complaints shall be reviewed fairly and the outcome documented.
4. A review or appeal may be submitted to the designated authority under the applicable procedure.

Section 28. Fraud and Misconduct

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

CHAPTER VIII

DATA PROTECTION AND RECORD MANAGEMENT

Section 29. Confidentiality and Data Protection

MRFO and its Training Partners shall handle personal and confidential information responsibly and in accordance with applicable data-protection requirements.

Information shall be accessed, used or disclosed only for legitimate and authorized purposes, subject to applicable law.

Section 30. Record Retention

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

Section 31. Disclosure and Verification

Information may be disclosed to competent authorities, authorized auditors or other legally entitled persons where required or permitted by law. Verification procedures shall protect confidential information.

CHAPTER IX

AMENDMENT AND IMPLEMENTATION

Section 32. Amendment

The competent authority of MRFO may amend this instrument through a documented approval process, subject to applicable law and MRFO's governing documents.

Where an amendment affects an externally authorized programme, any applicable requirement for prior approval or notification shall be followed.

Section 33. Interpretation and Exceptions

Questions concerning the interpretation of this instrument shall be referred to the competent authority of MRFO. No exception shall be granted where it would violate applicable law or the terms of a valid authorization or financial sanction.

Section 34. Implementation and Commencement

This instrument shall take effect on the date specified in the formal approval record of MRFO. It 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: Ananya Sharma

Name: Dr. Ananya Sharma

Designation: Voice Chairperson

MRFO Approval Reference: MRFO/ACT/2026/032

Date of Approval: 20-April-2026

Effective Date: 27-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

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