

DHR e-PMS

User Manual for VRDL- 2024

Ver - 1.0



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."

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.



DHR ePMS



स्वास्थ्य अनुसंधान विभाग
DEPARTMENT OF HEALTH RESEARCH

LOGIN ID (REGISTER EMAIL ID)

PASSWORD

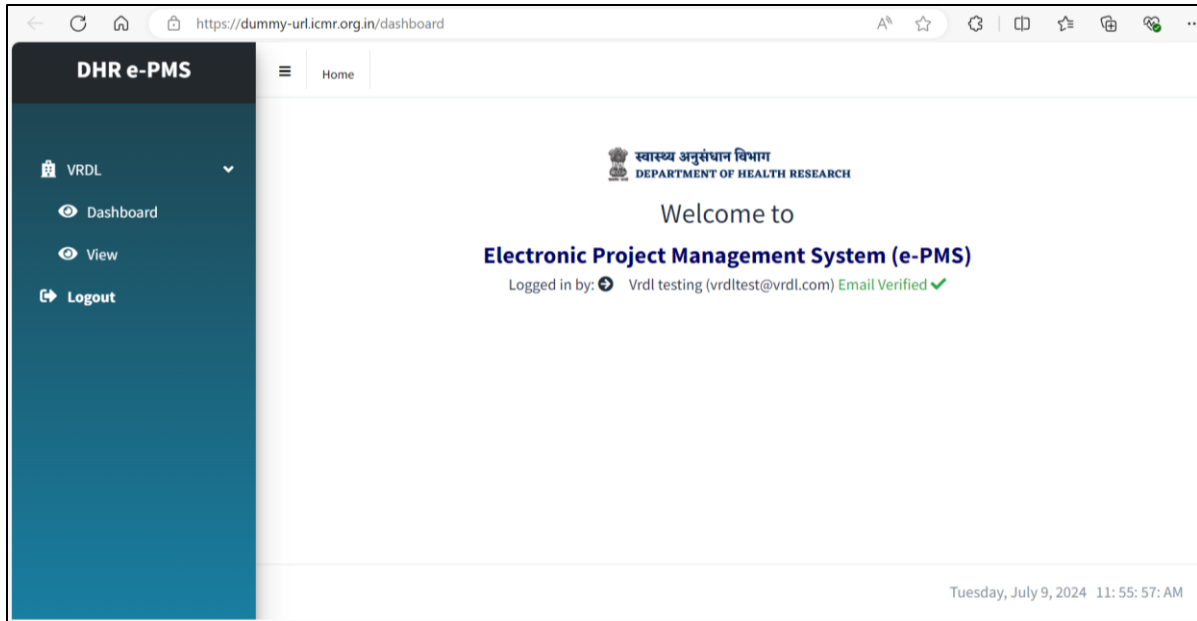


Enter captcha

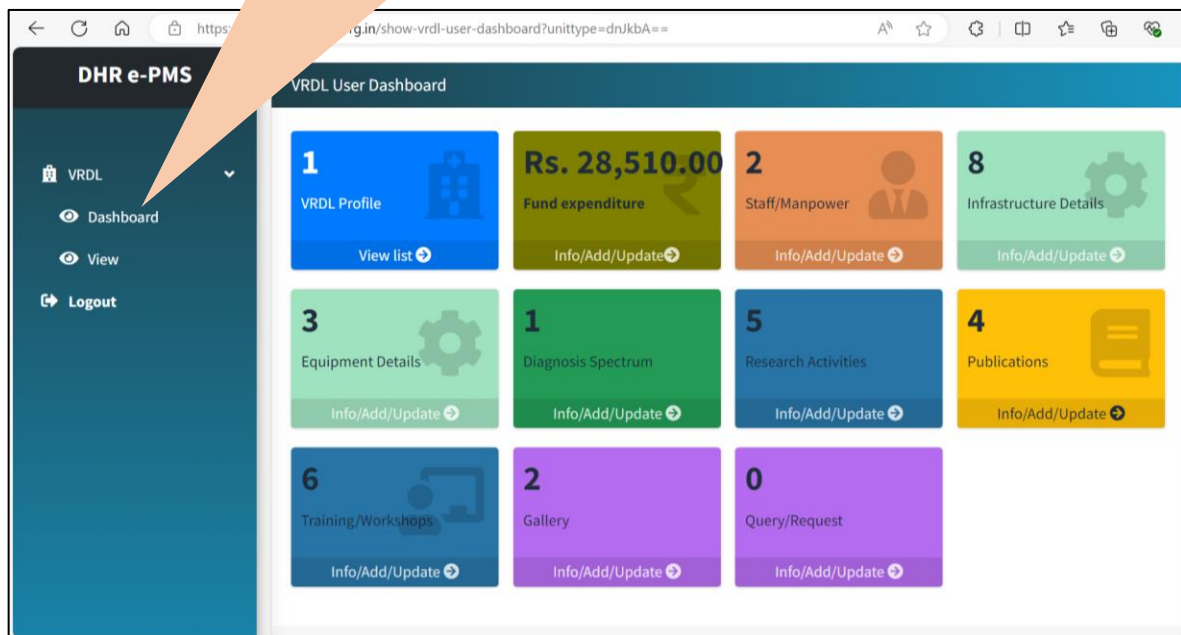
 **Login Securely**

[🏠](#) | [Register](#) | [Forgot Password?](#)

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

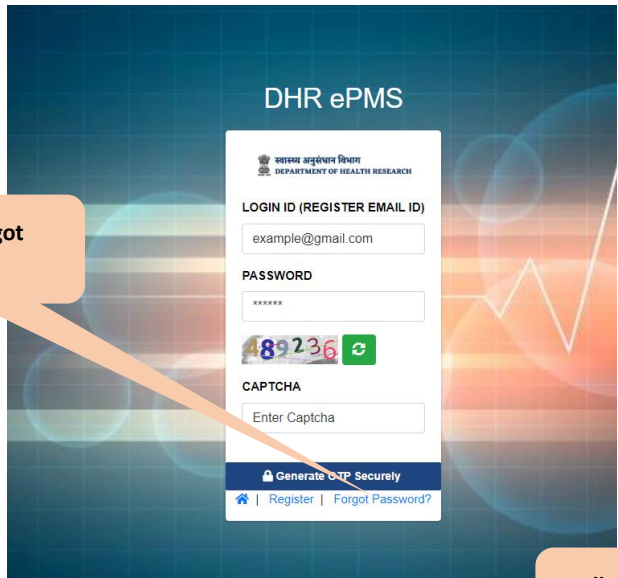


Click on Dashboard. Click on various tiles to fill the details under the following section.

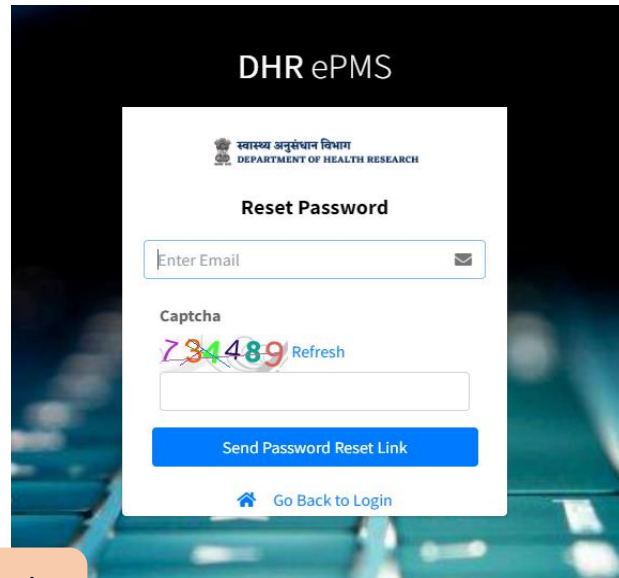


Change Password

Click on Forgot Password

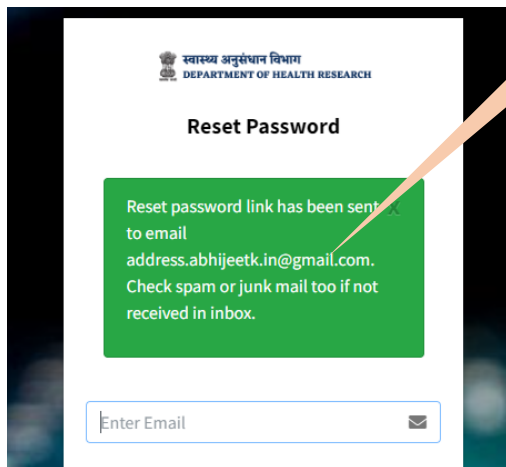


The image shows the DHR ePMS login page. It has a header with the department name in Hindi and English. Below the header, there are fields for 'LOGIN ID (REGISTER EMAIL ID)' and 'PASSWORD'. A CAPTCHA is displayed below the password field. At the bottom, there is a 'Generate OTP Securely' button and links for 'Register' and 'Forgot Password?'. An orange callout bubble points to the 'Forgot Password?' link.



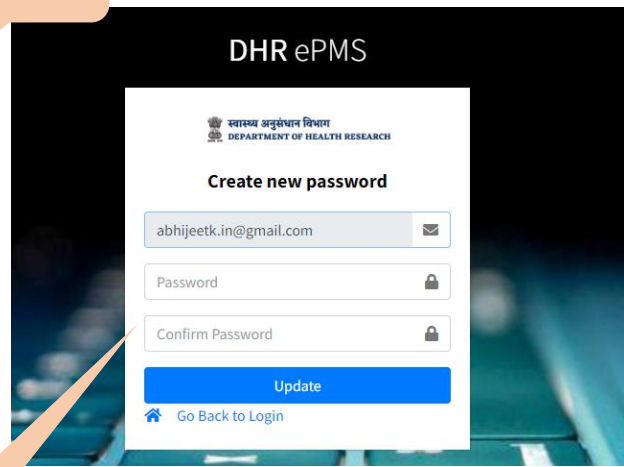
The image shows the DHR ePMS 'Reset Password' page. It has a header with the department name. Below the header, there is a field for 'Enter Email' and a 'Send Password Reset Link' button. A CAPTCHA is also present. At the bottom, there is a 'Go Back to Login' link.

Follow the instruction



The image shows the DHR ePMS 'Reset Password' page with a green confirmation message. The message states: 'Reset password link has been sent to email address.abhijeetk.in@gmail.com. Check spam or junk mail too if not received in inbox.' Below the message is an 'Enter Email' field.

Enter New Password



The image shows the DHR ePMS 'Create new password' page. It has a header with the department name. Below the header, there is a field for 'Enter Email' and an 'Update' button. A CAPTCHA is also present. At the bottom, there is a 'Go Back to Login' link.

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 testing, vrdltest@vrdl.com	VRDL Level * Regional Level	Name of VRDL * test	NIE of Lab Code * sdfasfs
VRDL Complete Address Line1 * icmr	VRDL Complete Address Line2 new delhi	State * DELHI	District * SOUTH
Pincode * 123123	Type of Institute * Central Govt	Sub Category of Institute * Research Institute	Date of Sanction * 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

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	

Previous 1 Next

Tuesday, July 9, 2024 1:12:11: PM

Click here to view VRDL Profile

Click here to add project staff details

Click here to edit information

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@sdfasf.com	ds	test	2552525252	2023-03-14	2023-03-23	PI
3	test as f asd	tesfasdf@gmail.cm	test des	asdfasdfas	8376909565	2023-05-16	2023-05-17	PI
4	6 giuyt	jhggggggg@giahpp.com	ghjjjj	jhhhhhhhhhhhh	ghjjjjjjjj	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

Tuesday, July 9, 2024 1:31:48: PM

Click here to edit information

DHR e-PMS

Project Staff details

Click on Add New to add 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@qjahpp.com	ghjjjjjjjj	ghjjjj	jhhhhhhhhhhhh	2020-01-01	2025-02-01	PI	Edit

Click on Edit to update staff details

Tuesday, July 9, 2024 1:35:48 PM

DHR e-PMS

Dashboard

PI/Co-PI

Name (Max. 100 characters allowed) *

Enter Name

Email (Max. 100 characters allowed) *

Enter no. of email address

Designation (Max. 150 characters allowed) *

Designation

Contact No. (Max. 15 characters allowed) *

Contact No.

Department (Max. 150 characters allowed) *

Department

From Date *

dd-mm-yyyy

To Date *

dd-mm-yyyy

Role *

==Select==

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.

DHR e-PMS

VRDL

Logout

Financial Monitoring

Click here to add fund release/expenditure details
 [Add fund release/expenditure](#)
[Back](#)

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		-	
#	Total :	₹ 157790		₹ 28510			
#	Balance Amount :	₹ 129280					

Tuesday, July 9, 2024 1:45:29: PM

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

DHR e-PMS

VRDL

Logout

Dashboard

Add fund expenditure/release

Select VRDL*

VRDL-2022-00001 (test)

Head*

Select

Total Funds Received by VRDL (if Any) *

0

Date of Release (if any budget released)

dd-mm-yyyy

Date of sanction (if any budget released)

dd-mm-yyyy

Upload Copy of Sanction letter (if any budget released)

Choose File No file chosen

Total expenditure*

0

Upload UC

Choose File No file chosen

UC upload date

dd-mm-yyyy

[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

DHR e-PMS

VRDL
Logout

Staff/Manpower details

PDF Excel Print

Click here to add staff/manpower details

STAFF/MANPOWER DETAILS

Back Add new

Search:

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

Previous 1 Next

Click here to edit staff/manpower details

Tuesday, July 9, 2024 1:55:35 PM

DHR e-PMS

Dashboard

VRDL
Logout

Add staff/manpower detail

Name of Post*

Select

Name of Staff* (Max. 120 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

Click here to add details of civil work or renovation work

PDF Excel Print

Back Add new

Search:

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	View	Edit
2	test			completed	Building	0	test kit	abc test	View	Edit
3	test					0	10	5	View	Edit
4	test			gfdgfdg fdgfdgfd dfigdgdg		0	2	43	View	Edit
5	test	Renovation Work	Completed	gfdgfd dfigfdg		4			View	Edit
6	test	Civil Work		cdtbb cbwcb		0	22	33	View	Edit
7	test	Civil Work	Completed	fgbgfbbgf	VRDL	60			View	Edit
8	test	Civil Work	Pending	grfgfg	VRDL	45			View	Edit

Previous 1 Next

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

DHR e-PMS

Dashboard

Add infrastructure details

Type of Work *

Select work type

Status of work *

Select work type

Description* Intention the current progress of civil/renovation work.

Description of work

Equipment procured & installed funded by *

Select

No of Equipments Installed* (Number's only)

Enter No of Equipments Installed

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

Choose File No file chosen

Go back Save

After filling the form click here to save the details

Equipment Details

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

DHR e-PMS

 VRDL
 Logout

View equipment details

Click here to add the details of equipment purchased

 PDF Excel Print
 Back Add new

Search:

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	✎
Total:				255								

Tuesday, July 9, 2024 2:14:47: PM

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

DHR e-PMS

VRDL

Logout

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

After filling the form click here to save the 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	Delete Edit

Click here to edit or delete the already entered details

Tuesday, July 9, 2024 2:25:01 PM

DHR e-PMS

VRDL

Logout

Add Diagnosis Spectrum

Name of etiological agent* Method used for testing (ELISA/PCR)*

Select Select

Sample Type*

Select

Sample Quantity Required for testing*

Select

Kits Availability* (in Number) Well/RXN per Kit* (in Number)

Go back [Save details](#)

After filling the form click here to save the details

Tuesday, July 9, 2024 2:27:33 PM

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

DHR e-PMS

View research activities details

PDF Excel Print

Back Add new

Search:

SL no.	VRDL Name	Research Activity	Name of Program	Type of program	Funds sanctioned/details, if any	Funding agency	Period of Program (Date from)	Period of Program (Date to)	Date of initiation	List of VRDLs involved in the Program	Action
1	test	Programes invited by VRDL	sdfdsd adasd		Rs. 32.00	1233	2023-05-10	2023-05-24	2023-05-22	Not Applicable	 
2	test	Programes coordinated through DHR-ICMR	test1	NA	Rs. 555.00	dhr	2023-05-03	2023-05-30	2023-05-28	AllIMS Delhi, All India Institute of Medical Sciences (AIIMS), Bilaspur	 
3	test	Programes invited by VRDL	test11july	Unicentric	Rs. 10,000.00	10000	2023-07-03	2023-07-02	2023-07-25	Not Applicable	 
4	test	Programes coordinated through DHR-ICMR	fgfdg	NA	Rs. 435,445.00		2024-05-18	2024-05-11	2024-05-11	AFMC Pune, AIIMS Bhubaneswar	 
5	test	Programes invited by VRDL	fgfdg	Multicentric study of VRDL	Rs. 33.00	33bbv	2024-05-12	2024-05-11	2024-05-16	Not Applicable	 

Previous 1 Next

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

Tuesday, July 9, 2024 2:34:21: PM

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

After filling the form click here to 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

VRDL Logout

Detailed View PDF Excel Print

PUBLICATION DETAILS

Click here to add details related to publications

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, DDV, HEV)	cv	cvc	cv	no	33	89	3dfd	33	76778gh		2024-06-01	
1	Astrovirus, Bocaparvovirus, Chikungunya	fbvcvcbv	vcvcbv	cbcv	no	33	v	vv	vv	vv		2024-05-31	

Previous 1 Next

Tuesday, July 9, 2024 2: 47: 00: PM

DHR e-PMS

VRDL Logout

Dashboard

Add New Publication Detail

Virus Pathogen *

Title *

Authors * (separated by semicolon(;))

Name of Journal *

Whether journal is indexed or not *

Publication Date *

Volume

Pages *

Issue *

ISSN No. *

Impact Factor

DOI (Data object Identifier)

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

Choose File No file chosen

View Publication Save Publication

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

DHR e-PMS

VRDL
Logout

Training/Workshops

PDF Excel Print

TRAINING/WORKSHOPS DETAILS

Click on here to add details of trainings/workshops

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	asfasdf	2023-05-16	12	23			Edit Delete
2	test	NIE	test	2023-05-24	133	233			Edit Delete
3	test	NIV	shdhhdh	2023-05-19	12	12			Edit Delete
4	test	VRDL		2023-05-09	0	12	jiut	CME	Edit Delete
5	test	VRDL		2023-05-07	0	12	14	Training	Edit Delete
6	test	VRDL		2023-05-22	0	0	scbf	Training	Edit Delete

Click on here if existing records to be updated or deleted

Back Add new

Previous 1 Next

Tuesday, July 9, 2024 2:55:44: PM

b

DHR e-PMS

VRDL

Logout

Dashboard

VRDL Training / Workshops

Training imparted/Conducted by:^{*}

==Select==

No. of training^{*}

Enter No. of Training conducted

Title^{*}

Enter training title

No. of Participating VRDLs^{*}

Enter no. of participating VRDLs

No. of Participants^{*}

Enter no. of participants

Date^{*}

dd-mm-yyyy

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.

The screenshot shows the 'View gallery details' page in the DHR e-PMS system. A sidebar on the left contains 'VRDL' and 'Logout' links. The main content area has a top bar with 'PDF', 'Excel', and 'Print' options, and a 'Click on here to upload images' button. Below this is a search bar and a table of images.

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

At the bottom right of the table, there are 'Previous', '1', and 'Next' navigation buttons. The system clock at the bottom right indicates 'Tuesday, July 9, 2024 3: 03: 09: PM'.

The screenshot shows the 'Add vrld images' form in the DHR e-PMS system. The sidebar on the left is the same as the previous screenshot. The main content area has a 'Dashboard' tab and a form with the following fields:

- Title of image *** (Max. 200 characters allowed): A text input field with the placeholder 'Enter title of image'.
- Upload image *** (jpg/jpeg/png file type allowed of maximum size 2 MB): A file upload area with a 'Choose File' button and the text 'No file chosen'.

At the bottom of the form, there are 'Go back' and 'Save image' buttons. An orange callout box points to the 'Save image' button with the text: '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.

Click on Add New Query button to initiate the process of raising a query

After filling the form click on send to submit the query



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