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भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No.16/13/2023-Admn.E.Office No:149901

Dated:27/06/2023

Office Memorandum

Subject : Routing file through administrative channel-reg.

It has been observed by the Authorities that in spite of this office order No. Sr. DDG(A)/ICMR/1/2022 dated 23.08.2022, some of the Institutes/Centres/Divisions are dealt the administrative issues/matters directly by the Sections/Divisions in the ICMR Hqr at their own level, without routing the administrative channel. It is again instructed to adhere to compliance of this order. Henceforth, it may be ensured that all such administrative issues/matters are referred to the Administration for review and comments, before seeking administrative approval and financial concurrence.

Any violations will be viewed seriously and the concerned officers will be asked to explain if any negligence is reported.

Digitally Signed by Jagdish
Rajesh

Date: 27-06-2023 16:44:11

Reason: Approved

(Jagdish Rajesh)
Assistant Director General (Admin.)

Copy to:-

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads
3. DDG(A)/ ADG(A)
4. All Sr. AO/Sr. ACOs, AOs/ACOs
5. Head BMI-with request to upload the same on ICMR website iq.kaur@gmail.com

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Vinod Ghem
9582 163907

Indian Council of Medical Research
(OFFICE OF Sr.DDG (ADMN))

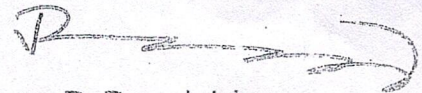
No.Sr.DDG(A)/ICMR/1/2022

Dated: 23.08.2022

OFFICE ORDER

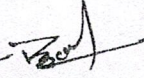
It is noticed that many files relating to service matters and pension papers are not put up to Sr.DDG(A) and decisions are taken at junior level which caused undue delay in settlement of pension and promotional issues. This is gross violation of office procedures. All files relating to administrative matters shall be invariably sent to Sr.DDG (Admn) for decision.

Any violations will be viewed seriously and the concerned officers will be asked to explain if any negligence is reported.



R. Ramakrishnan
Sr. Dy. Director General (Admn.)

To

1. DDG (A)
2. ADG (A) 
3. Sr.AOs
4. All Administrative Officers

Copy to:

Sr. FA for information

an
Mohy 29/8/22
kevi 26/08/2022

Dr
A.O (Extl) 26/08/22

CPC
Munish

Sachin CHRO

Nishil 29/08/22
Ricky 26/8/2022
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