

INDIAN COUNCIL OF MEDICAL RESEARCH
ANSARI NAGAR, NEW DELHI

No.1/1/2009-Admn.

Dated: 28/11/2022

OFFICE MEMORANDUM

Sub.: Sanctioning Authority in ICMR Hqrs. – reg.

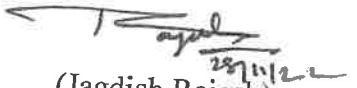
In partial modification to the order issued on 20th November, 2014, as the bye laws of ICMR, the revised authorization of administrative powers at ICMR Hqrs. is enclosed for kind information and adherence.

This issues with the approval of the Competent Authority.

Encl.: as above.


Copy to :-

- (1) PS to DG/Addl. DG/Sr. DDG(A)/Sr. FA
- (2) All Divisional Heads
- (3) DDG(A)/ADG(A)
- (4) Dr. L.K.Sharma, Scientist "E" – soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.



(Jagdish Rajesh)
Assistant Director General (Admn.)

AUTHORISATION OF ADMINISTRATIVE POWERS IN ICMR HEADQUARTERS

Sl. No	Nature	DG, ICMR	Addl. DG/Head of Division	Sr. DDG(A)/Sr. FA	DDG(A)/ADG(A)	ADG(F)/ Sr. ACO
1	Leave					
	(a) Leave (EL/HPL/Commuted Leave/EOL/LND/CL/RH /Special CL), Maternity Leave/ Paternity Leave, Child Care Leave	Addl. DG, Sr. DDG(A) & Sr. FA. Head of the Division	Addl. DG : Head of the Division and all Scientific staff of ICMR HQ Head of the Division : All Technical Staff of ICMR HQ. Scientific staff (in the absence of Addl. DG)	Sr. DDG(A): Full Powers(except for self) in respect of DDG(A)/ADG(A) of ICMR HQ. Sr. FA: Full Powers (except for self) in respect of ADG(F), Sr. ACOs, ACOs of ICMR HQ.	All Group A , B & C Administrative Staff of ICMR HQ (in respect of the staff reporting to them)	ADF (F): All Group B & C staff in Finance & Accounts Section Sr. ACO : All Group B & C staff in Finance & Accounts Section(in the absence of ADG(F).
	(b) Study Leave	Full Powers				
2	Foreign Visit					
	(a) Personal	Addl. DG, Sr. DDG(A) & Sr. FA. Head of the Division	Addl. DG : Head of the Division and all Scientific & Technical staff of ICMR. Head of the Division - In the absence of Addl. DG.	Sr. DDG(A): Full Powers(except for self) in respect of DDG(A)/ADG(A) and all administrative and accounts staff of ICMR HQs.		
	(b) Official	Full Powers				
3	Foreign Tour Report (official)	Full Powers				


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Sl. No	Nature	DG, ICMR	Addl. DG/Head of Division	Sr. DDG(A)/Sr. FA	DDG(A)/ADG(A)	ADG(F)/ Sr. ACO
4	Official Tour (Within India)	Addl. DG, Sr. DDG(A) & Sr. FA. Head of the Division	Head of the Division : All Technical Staff of ICMR HQ. All Scientific staff (in the absence of Addl. DG)	Sr. DDG(A): Full Powers(except for self) in respect of all administrative staff of ICMR HQ. Sr. FA: Full Powers (except for self) for all Finance Division Staff of ICMR HQ		
5	TA/DA/Honorarium	Addl. DG, Sr. DDG(A) & Sr. FA. Head of the Division (If Addl. DG is not available)	Addl. DG : All Scientific staff of ICMR HQ Head of the Division : All Technical Staff of ICMR HQ. All Scientific staff (in the absence of Addl. DG)	Sr. DDG(A): Full Powers, except for self, in respect of all Administrative Staff of ICMR HQ Sr. FA: Full Powers, except for self, in respect of all Finance Division Staff of ICMR HQ		
6	LTC (Home Town/ Anywhere in India)	Addl. DG, Sr. DDG(A) & Sr. FA. Head of the Division (If Addl. DG is not available)	Addl. DG : All Scientific staff of ICMR HQ Head of the Division : All Technical Staff of ICMR HQ. For all Scientific staff (in the absence of Addl. DG)	Sr. DDG(A): Full Powers, except for self, in respect of all Administrative & Finance Staff of ICMR		
7	Forwarding of Applications / NOC for outside employment	Addl. DG, Sr. DDG(A) & Sr. FA. Head of the Division (If Addl. DG is not available)	Addl. DG : All Scientific staff of ICMR HQ Head of the Division : All Technical Staff of ICMR HQ. All Scientific staff (in the absence of Addl. DG)	Sr. DDG(A): Full Powers for all other Scientific, Technical and Administrative staff - subject to recommendations of the Head of the Concerned Division		
8	NOC for Part-time Courses	All Group A Scientific, Technical and Administrative Officers		All Group B & below Technical and Administrative staff		


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