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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No.16/45/2022-Admn.

Dated: 25/08/2022

To,

The Director/Directors-in-Charge of  
Permanent Institutes/Centers of ICMR

Subject:- Record of discussion of the Senior Officers Meeting under the Chairpersonship of  
Hon'ble HFM – Reg.

Sir/Madam,

I am directed to refer to the record of discussion of the Senior Officers Meeting under the Chairpersonship of Hon'ble HFM, wherein it has been instructed to Autonomous bodies to ensure that only electronic files are submitted for his consideration, and that 100% compliance in the regard should be achieved with one month.

In this regard, e-office (e-filing & e-leave) should be implemented in all ICMR Institutes/Centres/Hqrs. Office immediately.

Yours faithfully

(Jagdish Rajesh)

Assistant Director General (Admn)

Copy to :-

- (1) PS to DG/Addl. DG/Sr. DDG(A)/Sr. FA
- (2) All Divisional Head
- (3) DDG(A)/ADG(A)/ADG(F)
- (4) AO, CPC
- (5) 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.