

INDIAN COUNCIL OF MEDICAL RESEARCH, New Delhi.

No. 16/5/2022-Administration-II

Dated: 2.3.2022.

OFFICE MEMORANDUM

The Competent Authority of ICMR has approved the renaming of the Administrative Sections as follows:-

<u>S. No</u>	<u>Existing name of the Section</u>	<u>New Name of the Section</u>	<u>Work handled in the Section</u>
1.	Administration-I	Establishment	<ol style="list-style-type: none">1. GPF/LTC, all kinds of Leaves, Tuition Fees.2. Promotion/ DR/ Compassionate appointment.3. MBAPS in r/o Tech Staff (Hqr.).4. Seniority /MACP (Hqr.)/Transfer (Centralised) Pension (Hqr.).5. APAR/IPR (Hqr.).6. Reservation Roster/Register/Fixation of pay/increment.7. Allotment of Govt. Accommodation/CGHS (serving/Pensioners)/issue of I Card.8. Engagement of Consultants.9. The sending /filing reports with concerned authorities on these tasks.10. Maintenance of required records & registers for these tasks.11. Any other duty assigned by seniors.
2.	Administration-II	Administration (Administration +R&I)	<ol style="list-style-type: none">1. Holding meetings of EC/ GC/ SAB / ICC.2. Framing Guidelines for Project Staff/ICC/RRs/MBAPS3. Policy matter -creation of posts.4. MBAPS assessment of the staff of pay level 12 & 13 of Hqr. including Institutes/Centres.5. Advances to staff of Hqr. and Institutes/Centres. Retainer ship fee of Advocates.6. GSLIS / Swachhta Action Plan Quarterly & Pakhwada/ ICMR Canteen Tendering / billing,7. Circulation of OMs, Orders, Rules, Vacancies received from Ministries / other Department.8. Work related to empanelment of CGHS recognized Private Hospitals/diagnostic centres, to provide credit facility to ICMR employees in case of emergency.9. Upload RTI Quarterly report on CIC website and appointment of Transparency Officer.10. Organize Independence Day/Sadbhavna Diwas/Ekta Diwas/Constitutional Day/Communal Harmony etc.



			<ol style="list-style-type: none"> 11. The sending /filing reports with concerned authorities on these tasks. 12. Maintenance of required records & registers for these tasks. 13. Any other duty assigned by seniors. <p>R&I –</p> <ol style="list-style-type: none"> 1. Receive- all letters bills and other documents through post/speed post/registered post etc. 2. Send –all letters/bills and other documents by ordinary post/speed post/registered post etc. Entry in e office of all DAK received. Send DAK by Hand as and when required. 3. The sending /filing reports with concerned authorities on these tasks. 4. Maintenance of required records & registers for these tasks. 5. Any other duty assigned by seniors.
3	Personnel	Personnel	<ol style="list-style-type: none"> 1. DPC / GPF / LTC/ Foreign visit / fellowship /training / Advances / study leave of Scientists of all Institutes/Centres of ICMR. 2. APAR / promotion under Flexible Complimentary Scheme etc.-of Scientists of all Institutes /Centres. 3. All work of Recruitments of Scientists Faculty of BMHRC. 4. Appointment of ICMR Emeritus Scientists (IES). -receiving of applications / processing / selection of IES. 5. The sending /filing reports with concerned authorities on these tasks. 6. Maintenance of required records & registers for these tasks. 7. Any other duty assigned by seniors.
4	Administration III (Transport/ Telephone/ Travel / Guest House)	Logistics (Transport/ Telephone/ Travel/Guest House)	<ol style="list-style-type: none"> 1. All work related to MTNL (Generating, Preparing bills, submission of cheques / files to MTNL) Telephone reimbursement, look after the complaints / connection / disconnection of MTNL phones. 2. All work related to travel desk (making itinerary/flight schedules/exchange orders) preparing bills sending bills to Air India and other related work. 3. The sending /filing reports with concerned authorities on these tasks. 4. Maintenance of required records & registers for these tasks. 5. Any other duty assigned by seniors.



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5	Administration IV	Bill	<ol style="list-style-type: none"> 1. Salary processing of all staff & Income Tax Calculation thereon Consultants pay bill and tax thereon. 2. Verification/process of each contingent bill, preparation of TA/DA, TTA, 15M Leave, project staff salary bills. encashment and LTC Advance/ adjustment bills. 3. Preparation of reimbursement bills i.e. news paper, telephone, briefcase, Tuition fees. 4. Preparation & submission of licence fees to Estate Office, monthly and quarterly tax return. Generation of advance and adjustment bills. 5. The sending /filing reports with concerned authorities on these tasks. 6. Maintenance of required records & registers for these tasks. 7. Any other duty assigned by seniors.
6	Administration V	Stores & Purchase	<ol style="list-style-type: none"> 1. Purchase of stationery /office equipments, furniture etc. 2. Maintain property register/ store register & PR Register/ inventory items of store i.e. stationer, sanitizer & cleaning items. 3. Auction Work of unused items. Prepare bills received through GeM portal / briefcase purchase. 4. Procurement of some materials on cash basis on urgent need. 5. The sending /filing reports with concerned authorities on these tasks. 6. Maintenance of required records & registers for these tasks. 7. Any other duty assigned by seniors.
7	Administration VI	Engineering & Maintenance Cell	<p><u>Engineering –</u></p> <ol style="list-style-type: none"> 1. Capital works – scrutiny, examination and processing of ongoing & new Capital works of all Institutes/Centres of ICMR. 2. Scrutiny, examination and processing of special repair and renovation work of all Institutes/Centres of ICMR/SFC/EFC proposals revised cost estimates of all Institutes/ Centres. 3. Annual operation and maintenance works of all Institutes/Centres. 4. Processing, supervision and liasioning with CPWD for ongoing capital and maintenance work of Hqr. office/ day to day maintenance work of Hqr. office. 5. The sending /filing reports with concerned authorities on these tasks. 6. Maintenance of required records & registers for these tasks. 7. Any other duty assigned by seniors.



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			<p><u>Maintenance –</u></p> <ol style="list-style-type: none"> 1. Maintenance and upkeep of all desktop computers, laptops UPS, Conference Audio /Video equipments. 2. Take care of all photocopy machines/preparation of utility bills. 3. Tendering of contracts of various office equipments. 4. The sending /filing reports with concerned authorities on these tasks. 5. Maintenance of required records & registers for these tasks. 6. Any other duty assigned by seniors.
8	Medical Reimbursement Cell	Medical Reimbursement Cell	<ol style="list-style-type: none"> 1. Reimbursement of medical bills of staff/pensioners of ICMR Hqr. 2. Reimbursement of medical bills of all Institutes/Centres of ICMR above 5 lakh. 3. Granting permission for cashless treatment. 4. The sending /filing reports with concerned authorities on these tasks. 5. Maintenance of required records & registers for these tasks. 6. Any other duty assigned by seniors.
9	RTI & PG Cell	Grievance Cell (RTI & PG Cell + VIP References)	<ol style="list-style-type: none"> 1. Deal with the Requests/ Grievances/RTI/VIP references received online and offline. 2. The sending /filing reports with concerned authorities on these tasks. 3. Maintenance of required records & registers for these tasks. 4. Any other duty assigned by seniors.
10	Vigilance Cell	Vigilance Cell (Vigilance+ O&M)	<ol style="list-style-type: none"> 1. Deal complaints received through CBI/CVC/ DHR/ MoH&FW etc. against the officials of Hqr./Institutes/ Centres of ICMR. 2. Follow up Departmental action against the officials involved in detrimental activities etc. 3. Update CVC / DoPT Probity portal. 4. Vigilance clearance of all ICMR staff. 5. The sending /filing reports with concerned authorities on these tasks. 6. Maintenance of required records & registers for these tasks. 7. Any other duty assigned by seniors. <p><u>O&M</u></p> <ol style="list-style-type: none"> 1. Arrange different type of trainings for ICMR officials.

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11	Legal Cell	Legal Cell	<ol style="list-style-type: none"> 1. Deal in Court cases in Hon'ble Supreme court/High Court / CAT /NGT /Distt. Courts / Labour Courts / Consumer Courts. 2. Preparation of Draft Counter Reply, Processing the Court matter on files. 3. Give legal opinion on all files received from various Divisions/ Sections of ICMR. 4. Preparation of speaking orders, as and when required. 5. Preparation and send Legal notices to parties infringing ICMRs legal rights, as and when required. 6. The sending /filing reports with concerned authorities on these tasks. 8. Maintenance of required records & registers for these tasks. 9. Any other duty assigned by seniors.
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 (Jagdish Rajesh)

Assistant Director General (Admn.)

Distribution: All Sections/Divisions of ICMR Hqr. Office

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6. 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.

