

पी.ए.बी.एक्स./PABX : 26588980, 26588707, 26589336, 26589745, 26589414
फैक्स/FAX : 011-26588662, 011-26589791, 011-26589258

तार / GRAM : विज्ञानी / SCIENTIFIC
Web-site : www.icmr.nic.in
E-mail : icmrhqds@sansod.nic.in



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX 4911, NEW DELHI - 110 029

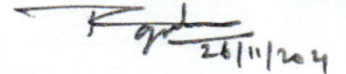
No. 16/13/2018-Admn.-II

Dated : 26.11.2021

OFFICE ORDER

Attention is invited to the Guidelines laid down in the Central Secretariat Manual of Office procedure (CSMOP) for handling the communications received from Members of Parliament which specify that such communications should be attended to promptly and acknowledged within 15 days, followed by a reply within next 15 days. In cases where delay is anticipated an interim reply should be given indicating the possible date of reply. This is to ensure that prompt attention is given to the communications received from Hon'ble Members of Parliament.

In this connection, all Heads/Directors/ Directors-in-charge are informed that the matter pertaining to Parliamentary questions/VIP references along with draft replies to the Hon'ble Member of Parliament/ VIPs from the Hon'ble Minister of Health and Family Welfare are to be submitted on priority basis through the DG, ICMR and Secretary, DHR and will be submitted to the HFM's Office. Hence direct submission of replies must be avoided. It may also be ensured that timelines prescribed for this purpose are adhered to strictly.


26/11/2021

(Jagdish Rajesh)

Assistant Director General (Admin.)

DISTRIBUTION:

1. Heads of all Technical Divisions of ICMR Hqr.
2. Directors/Directors-in-Charge of all permanent Institutes/Centres of ICMR.

Copy to:

1. PS to HFM
2. JS, DHR
3. PS to DG/Sr.DDG(A)/Sr. FA
4. DDG(A)
5. ADGs
6. Head BMI-to upload the OM on ICMR website
7. Chairman, Grievance Cell