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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. 16/11/2021-Admn.-II

Dated : 29.1.2021.

To,

The Directors/Directors-in-Charge of
permanent Institutes/Centres of ICMR.

Subject : Appointing Nodal Officer for each ICMR Institute at Hqrs. and Scientific Officer to
Director for every ICMR Institute-reg.

Sir/Madam,

To streamline the procedure of attending to various correspondence/matters related to every ICMR Institute (27No.) there is a need to entrust the responsibilities of every ICMR Institute to one Scientist D/Scientist E/Scientist F depending on the following parameters:

- Expenditure incurred during 2019-20 including the extramural projects.
- No. of Scientists, No of Technical Personnel and number of administrative personnel including finance and accounts.
- No. of ongoing projects being implemented in the Institute, both intramural and extramural.

It has been decided that the following categories of scientists will be entrusted the responsibilities of each ICMR Institute in different divisions at ICMR Hqrs. namely ECD, NCD, BMS, Nutrition, BMHRC and RBMCH. Details are given in Annexure-I

S.No.	Expenditure Incurred	Category of Scientist
1.	More than Rs. 100 Crore	Scientist F
2.	From Rs. 60 to 100 Crore	Scientist E
3.	From Rs. 30 to 60 Crore	Scientist E
4.	Less than 30 Crore	Scientist D/E

The following responsibilities are entrusted to these nodal officers in addition to their normal official duties:

- Monitoring the functioning of the institute and submitting a monthly report of the institute to the concerned Head of Division.
- Monitoring the scientific matters including progress of intramural and extramural projects and MOUs with international organizations, MOUs with other countries.
- Requisition, procurement, supply, installation and testing of equipment required for concerned institute.
- Monitoring and supervision of the expenditure incurred including the intramural and extramural projects.

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Scientific officer to the Director:

There is a felt need to train promising Scientist 'F' and Scientist 'E' in administrative/Finance work to prepare them for their possible future selection and posting as Directors of the Institutes. Hence, it is decided by the Competent Authority that one Scientist F/E/D will be posted as "Scientific Officer to the Director" of every ICMR Institute for a period of 2 years in case of Scientist F and for a minimum period of 3 years in case of Scientist E/D. Based on the performance of the Scientific Officer at Scientist D/E level, his tenure as "Scientific Officer" may be extended beyond 3 years to a maximum period of 5 years. The responsibilities of the Scientific Officer to Director will be as follows:

- 1 Monitoring the functioning of the Institute and submitting a monthly report of the Institute to the concerned Head of Division at ICMR Hqrs./Sr. FA/Sr. DDG, the Director of the Institute.
- 2 Monitoring the scientific matters including progress of intramural and extramural projects and MOUs with international organizations, MOUs with other countries.
- 3 Requisition, procurement, supply, installation and testing of equipment required for concerned Institute.
- 4 Monitoring and supervision of the expenditure incurred including the intramural and extramural projects.

All files related to Scientific/Administrative/Financial matters of the Institute shall be routed through the "Scientific officer to Director", before a final decision is taken by the Director.

Each Director is hereby requested to give names of 3 Nos. promising Scientist F/E/D to the Hqrs., so that one of them may be selected and entrusted the additional responsibility of "Scientific Officer to Director" by ICMR Hqrs.

This issues with the approval of Competent Authority.

Yours faithfully,



(Jagdish Rajesh)
Asstt. Director General (Admn.)

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. ADG(A) 1/II
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.