

No.6-2(9)/2021-Admn.I  
INDIAN COUNCIL OF MEDICAL RESEARCH

Ansari Nagar, New Delhi-110029  
Dated : 31.05.2024

**OFFICE ORDER**

Subject: Promotion to the post of Senior Private Secretary in ICMR-reg.

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On the basis of the recommendations of DPC (Group 'A') and as approved by the Competent Authority, the following Private Secretary are hereby promoted to the post of Senior Private Secretary in Pay Level – 10 (Rs.56100-177500) of Pay Matrix. Their promotion will take effect from the actual date of their joining to the promotional post:-

Sl. No.	Name	Name of the Institutes/Centres presently working	Place of Posting on promotion
1.	Smt. Prashanthi Gudivada	ICMR-NIN Hyderabad	ICMR Hqrs, New Delhi
2.	Smt. V. Swayam Prabha	ICMR-NIN Hyderabad	ICMR Hqrs, New Delhi

2. They are directed to give their acceptance for assumption of charge to the post within 10 days from the date of receipt of this order and report for duty within 20 days from the date of issuance of this Order. In case, the acceptance is not received within the stipulated period of 10 days, it will be presumed that the official is not willing to accept the promotion and the promotion order will be cancelled automatically without waiting for any further notice. No extension of time for furnishing acceptance or otherwise for joining the post on promotion will be entertained, except on compelling grounds.

3. They will be on probation for a period of two years in the post of Sr. Private Secretary, from the date of joining the post and they would be liable to serve anywhere in India as per the Rules of the Council.

4. Their pay will be fixed in terms of recommendations of 7th Central Pay Commission and CCS (Revised Pay) Rules, 2016.

5. Promotee should give option within one month from the date of taking over the charge of the post, whether they shall get the pay fixed in the new post either straightaway from the date of joining on promotion to the post of Sr. Private Secretary or from the date of their next increment in the previous Pay Level of 7th CPC Pay Matrix.

6. If they refuse to accept promotion, they shall not be eligible to be considered for further financial up-gradation till they agree to be considered for promotion again.

7. In case of failure to report for duty on promotion within the stipulated period, they will be debarred from promotion for one year and no fresh offer of promotion will be given, during debarred period in terms of DoPT O.M No. 22034/3/81-Estt (D) dated 1st Oct 1981.

8. The above promotions are subject to verification of Caste certificate (as applicable to reserved category candidates) and review of reservation roster by NCSC and pending decision of court case, if any.

9. They will be governed by the usual terms and conditions of service under the Council and will carry forward all the benefits of their Past service under the Council.

Signed by

Jagdish Rajesh

Date: 03-06-2024 13:01:19

(Jagdish Rajesh)  
Assistant Director General (Admin)

1. Smt. Prashanthi Gudivada, PS, ICMR- NIN Hyderabad
2. Smt. V. Swayam Prabha, PS, ICMR-NIN Hyderabad

Copy to:-

1. PS to DG /Addl. DG/ Sr. DDG(A) / Sr. FA, ICMR
2. Director, ICMR-NIN, Hyderabad – For information please and acceptance / refusal/ relieving of the promotee, may please be

forwarded

to Establishment Section, ICMR Hqrs.  
through Email at [admin1.hq@icmr.gov.in](mailto:admin1.hq@icmr.gov.in)  
immediately.

3. DDG(A)
4. Sr. ACO
5. DDO /Bill Section
6. S.O. (Reservation Cell)
7. Vigilance/Accounts - VI Section/Legal Cell
8. Nodal Officer, RTI Desk, ICMR Hqs
9. Budget/Guard File/Increment//Seniority File.