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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.16/113/2019-Admn-II

Dated: 17.2.2020.

To

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

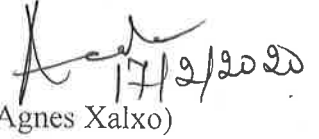
Sir/Madam,

The undersigned is directed to refer a letter of even number dated 2.1.2020 wherein "instructions have been issued that practice of issue of official letters from Institutes to other Institutes/ICMR Hqrs. by SO/AO/Sr.AO is to be stopped forthwith".

In spite of these instructions, it is observed that AO/Sr.AO from ICMR Hqrs. to ICMR Institutes/Centres and from ICMR Institutes to ICMR Hqrs. are still sending official letter under their signature even now. In future, no action shall be taken on the letter received under the signature of Sr.AO/AO and such letters will be considered null & void.

It is reiterated that the instructions should be followed scrupulously, otherwise disciplinary action will be taken against those officials who are signing the letter.

Yours faithfully


17/2/2020

(Agnes Xalxo)

Deputy 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. Asstt. Director-General (Admn.)
4. All Sections/Divisions
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.