



**ICMR**  
INDIAN COUNCIL OF  
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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.18/1/2020-Admn-II

Dated: 30.1.2020.

To

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

Sir/Madam,

Recently some instances have come to our notice that scientists are being given responsibility of holding the charge of HOO/DDO in few institutes which is hampering the work of research activities. I am directed to inform all concerned that the charge of the HOO shall be held by a Sr. AO/AO only. Under any circumstances, the charge of HOO/ DDO cannot be held by any scientist even during the leave period of such Sr. AO/AO. During the period of the leave, the responsibility may be given temporarily to SO but not to any scientist.

These Instructions must be followed in letter and spirit and any violation will be viewed seriously and personal responsibility shall be fixed.

Yours faithfully,

  
(Agnes Xalxo)

Deputy Director General

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. Deputy Director-General (Admn.)
4. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email ID([sharma.lk@icmr.gov.in](mailto:sharma.lk@icmr.gov.in)) for website upload.