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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: 2.1.2020.

To

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

Heads of Division

Subject : Instructions to be followed while sending/received letter from Hqrs. Office to
Institutes/Centres of ICMR-reg.

Sir/Madam,

It is seen that letters are being issued from ICMR Hqrs. to ICMR Institutes and from ICMR Institutes to Hqrs. without proper authorization by Director of the concerned Institute or Head of the Division at ICMR Hqrs. It is also seen that an Administrative Officer from Hqrs. has written an open letter to the Administrative Officer of a particular Institute about its Director conveying the displeasure of the authority at ICMR Hqrs. This practice is simply not acceptable. A confidential DO letter should have been written by the ADG(A) or preferably by Sr.DDG(A) addressed to the concerned Director requesting him/her to be careful in future. Proper courtesies must be observed in all cases.

It is also observed that on behalf of the Hqrs., Assistants and sometimes even DEOs/Consultants are also issuing letters to the Directors of the Institute(s). This is a very bad practice and is also not acceptable.

In some cases, it is observed that the correspondence from Hqrs. to Institute and Institutes to Hqrs. is being done repeatedly on the same issue. It is already informed vide Order No.18-1/2019-Admn.II dated 30-10-2019 that "an issue decided by a competent authority can be reviewed only once by the same competent authority or a higher authority, provided new facts have been brought into consideration. Otherwise, the principle of '*res judicata*' will apply in all such cases to prevent examining and re-examining the issue repeatedly, without any purpose."

It is also observed that in spite of clear instructions vide O.M. No.16/107/2014-Admn.II dated 24.12.2014, proposals from ICMR Institutes are being sent to ICMR Hqrs. by AO of the concerned Institute without proper examination in the light of prevalent CGHS/CS(MA) Rules and rates and without proper recommendation of the duly calculated admissible and inadmissible amount. Hence, it is brought to the notice of all concerned that following guidelines must be followed in letter and spirit:

1. All letters from the institutes shall be issued under the signature of the Director of the concerned institute only. No person can issue any letter from the Institute signing "for Director" or "on behalf of Director". The practice of issue of letters from institutes to other institutes/ ICMR Hqrs. by SO/AO/ Sr. AO is stopped forthwith. However, keeping in view the need for Directors of Institutes to be away



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from their respective Hqrs. on official duty or otherwise busy, the Director of the institute shall designate the next senior most Scientist to sign any letter on his behalf in the correspondence to other Institutes/ ICMR Hqrs. However, in all such letters, the following sentence shall be clearly mentioned:

“This letter is issued with the specific written approval of the Director of Institute only.”

2. Similarly, all correspondence from ICMR Hqrs. should be signed by the Head of the concerned division only. The practice of issuing letters from ICMR Hqrs. addressed to the AOs/ Directors of the Institutes should be stopped forthwith. However, keeping in view the need for Heads of Divisions to be away from ICMR Hqrs. on official duty or otherwise, specific order may be issued authorizing the next senior most scientist to sign on behalf of the Head of Division in all correspondence addressed to other Heads of Division and Directors of Institutes. However, in all such letters, the following sentence shall be clearly mentioned :
” This letter is issued with the specific written approval of the Head of the Division only”.

3. Under any circumstances the Head of the Division shall not delegate the power of signing letters to other Heads of Divisions/ Directors of Institutes to any SO/AO/ Sr. AO etc, .

Yours faithfully,


03/1/2020

(Agnes Xalxo)

Asstt. 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. 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.