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भारतीय आयुर्विज्ञान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No.16/27/2019-Admn.II

Dated:18.6.2019

The Directors/Directors-in-
Charge of all ICMR Institutes/Centres

Subject:- Allocation of posts of Administrative Officer in various
Institutes/Centres – reg.

Sir/Madam,

In partial modification of the orders contained in this office letter of even number dated 13.6.2019, the following may be noted for compliance with immediate effect:-

Sl. No.	Name of Institute	AO Sanctioned	Working Arrangement
1.	RMRC, Gorakhpur	NIL	Shri R.K. Sharma AO (Retired Consultant), NJIL&OMD Agra will look after the admin work of RMRC, Gorakhpur
2.	NARFBR, Hyderabad	NIL	Miss. D.V. Laxmirani, A.O. NIN, Hyderabad will look after the work of NARFBR, Hyderabad
3.	NITM, Belagavi	NIL	Shri Ramesha NM, AO, Jr. Grade from NCDIR, Bangalore will look after the administrative work of NITM, Belagavi temporarily
4.	NIRRH, Mumbai	1	Shri Anil S. Gaikwad, AO, NIV, Pune will look after the work of NIRRH, Mumbai temporarily till the post of NIIRH, Mumbai is filled.
5.	NIRT, Chennai	2	Shri P.S. Gopakumar, A.O. NIRT, Chennai to be transferred and posted to NIMR, Delhi temporarily.

6.	NIMR, Delhi	1	Smt. Sunita Ahuja, AO from NIOP, New Delhi will look after the work of NIMR temporarily till the post of AO, NIMR is filled.
7.	NIMS, Delhi	1	Smt. Arti Chawla, AO (ECD), from Hqrs. will look after the work of NIMS temporarily till the post of AO, NIMS is filled.
9.	RMRC, Port Blair	NIL	Shri M.A. Parwez ACO, will look after the work of AO, RMRC, Port Blair till the post of SO RMRC, Port Blair is filled.

The AO/AO (Jr. Grade), assigned the additional charge without extra remuneration, shall devote maximum 2 complete days in a week in the respective Institutes. Files shall not be brought to the parent Institute at any time.

LPC of those officers who have been issued transfer orders, may also be sent alongwith the relieving order. No correspondence will be entertained for change of the order. If the concerned employee does not join the place of duty, his/her pay may be stopped.

Yours faithfully,



(Bharat Bhushan)
Sr. Administrative Officer
For Director General

Copy to:

1. PS to DG
2. PS to Addl. DG
3. PS to Sr. DDG(A)
4. PS to Financial Advisor
5. ADG(AX)
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