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INDIAN COUNCIL OF MEDICAL RESEARCH

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Dated:04/03/2025

Office Memorandum

Subject : Timely replies to VIP references-reg.

Reference is invited to VIP references being received in ICMR, HQ/Institutes/Centres. Such references need to be replied to promptly. However, it has been observed that in many cases, replies are being submitted after lapse of 3-4 months.

In this regard, instructions have been received from the Office of the Hon'ble Minister of Health & Family Welfare, to ensure that the VIP references are replied to promptly.

Hence, all concerned are requested for strict adherence of this instruction.

Signed by

Jagdish Rajesh

Date: 05-03-2025 10:33:16

Jagdish Rajesh

Assistant Director General (Admin.)

Copy to:

1. PS to DG/Addl. DG/Sr. DDG(A)/Sr. FA
2. All Directors/Directors-in-Charge
3. All Divisional Heads, ICMR HQ
4. DDG(A)/ADGs
5. Dr. M.S. Chalgā, Sci-D with request to upload the same in ICMR website

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