

INDIAN COUNCIL OF MEDICAL RESEARCH

No.19/31/2021(Part)

Dated: 07.01.2025

OFFICE ORDER

Subject: –Protocol Officer in ICMR Hqrs. - reg.

In the functional interest and administrative convenience, it has been decided by the competent authority that Sh. Abhishek Bhardwaj, Assistant has been assigned the work of **“Protocol Officer”**. He will be responsible for the following duties as Protocol Officer:

1. To arrange diplomatic/official passport as and when needed.
2. To arrange booking of International tickets and arrange visas from various Embassies/High Commissions in Delhi.
3. To arrange servicing in the passports.
4. To organize reception on arrival/departure of delegations.
5. Booking of Ceremonial Lounge / VIP lounge at the airports.
6. Arrangement of Airport Entry passes.
7. Arrangement of reception on the domestic airport for dignitaries.
8. Liaison and discussion with various government Agencies/ Passport office/ MEA/ Foreign Mission/ Airlines/ Hotels etc.
9. Passing of Bills and making other office correspondences.
10. Protocol officer should see off/ receive dignitaries, while going and returning from tour within the country.
11. Pre- departure/ Pre-arrival formalities in respect of domestic/foreign tour of Secretary and other which includes blocking of seats of their choice, collection of boarding cards, luggage clearances etc.
12. Provisioning of Parking at Airports.
13. Any other work as assigned by the competent authority from time to time relating to Protocols.

He will report his duties as Protocol Officer to the undersigned.

(Jagdish Rajesh)
Asstt. Director General (A)

Sh. Abhishek Bhardwaj, Assistant
ICMR, Hqrs. Office, New Delhi

Copy to:

1. PS to DG/Addl. DG/Sr.DDG(A)
2. All Divisional Heads
3. All Directors of Institutes
4. DDG (A)/ADG(F)/ ADG(F)
5. All Sr. AOs/Sr.ACOs/AOs
6. DDO./Bill section
7. Logistics Division
8. Vigilance Section
9. Store/Hindi Section
- 10.E-Governance Cell
- 11.Personal file of person concerned
- 12.Budget file/Guard file