

No. ICMR/R&PCell/Promotion/PS/2025
INDIAN COUNCIL OF MEDICAL RESEARCH

Ansari Nagar, New Delhi-110 029.

Dated : October 2025

OFFICE ORDER

Subject: Promotion to the post of Private Secretary in ICMR-reg.

On the basis of the recommendations of DPC and as approved by the Competent Authority, the following Personal Assistant are hereby promoted to the post of Private Secretary on regular basis in Pay Level – 7 (Rs.44,900-1,42,400) of Pay Matrix. Their promotion will take effect from the actual date of their joining to the promotional post:-

Sl. No.	Name	Name of the Institutes / Centres presently working	New place of posting	Remarks
1.	Smt. Aarti Juneja	ICMR Hqrs	ICMR Hqrs	--
2.	Smt. K. Mahalakshmi	VCRC Puducherry	NCDIR Bengaluru	--

2. They are directed to give their acceptance for assumption of charge and join their duty to the post within 10 days from the date of receipt of this order. In case, the acceptance is not received within the stipulated period of 10 days, it will be presumed that the official is not willing to accept the promotion and the promotion order will be cancelled automatically without waiting for any further notice. No extension of time for furnishing acceptance or otherwise for joining the post on promotion will be entertained, except on compelling grounds.

3. They would be liable to serve anywhere in India.

4. Their pay will be fixed in terms of recommendations of 7th Central Pay Commission and CCS (Revised Pay) Rules, 2016.

5. Promotee/s should give option within one month from the date of taking over the charge of the post, whether they shall get their pay fixed in the new post either straightaway from the date of joining on promotion to the post of Private Secretary or from the date of their next increment in the previous Pay Level of 7th CPC Pay Matrix.

6. If they refuse to accept promotion, they shall not be eligible to be considered for further financial up-gradation till they agree to be considered for promotion again.

7. In case of failure to report for duty on promotion within the stipulated period, he/she will be debarred from promotion for one year and no fresh offer of promotion will be given, during debarred period in terms of DoPT O.M No. 22034/3/81-Estt (D) dated 1st Oct 1981.

8. They will be governed by the usual terms and conditions of service under the Council and will carry forward all the benefits of their Past service under the Council.

(Reema Sharma)
Assistant Director General (Admn.)

All concerned officers (2)

Copy to:-

1. PS to DG /Addl. DG/ Sr. DDG(A) / Sr. FA, ICMR
2. **Directors of concerned Institutes/Centers** – with a request that the acceptance/joining/taking over charge/ refusal of promotion, if any, of the promotee, may please be forwarded to Establishment Section, ICMR Hqrs. through Email at admin1.hq@icmr.gov.in immediately.
3. DDG(A) / ADG(A)/ADG(F).
4. DDO /Bill Section
5. Liaison Officer (Reservation Cell), ICMR Hqrs.
6. Vigilance/Accounts –I/VI Section/Legal Cell, ICMR Hqrs.
7. Nodal Officer, RTI Desk, ICMR Hqrs
8. AD(OL), ICMR Hqrs, for providing Hindi version of this order.
9. Budget/Guard File/Increment/I Card.