

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

Ansari Nagar, New Delhi -110 029.
Dated 17.11.2025

OFFICE ORDER

Subject: Promotion to the post of Administrative Officer on regular basis-Reg.

On the basis of the recommendations of DPC (Group 'A') and as approved by the Competent Authority, the following Section Officers are hereby promoted to the post of Administrative Officer on regular basis in Pay Level – 10 (Rs.56,100-1,77,500) 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
1.	Shri Mohd. Ilyas	NIN Hyderabad	NIN Hyderabad
2.	Smt. Sunita Sugara	ICMR Hqrs	ICMR Hqrs
3.	Shri P.N. Jadhav	NIV Pune	RMRCNE Dibrugarh
4.	Smt. Rachna Sharma	ICMR Hqrs	ICMR Hqrs
5.	Smt. Punam Pal	ICMR Hqrs	NICHDR, New Delhi with additional charge of ICMR HQ
6.	Smt. Seema Verma	ICMR Hqrs	NIRDHDS, New Delhi with additional charge of ICMR HQ

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 officer 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 will be on probation for a period of two years in the post of Administrative Officer, from the date of joining the post and 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 Administrative Officer 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. The above promotions are subject to final outcome of OA No. 1669/2023 filed by Smt. Harjeet Kaur Bajaj vs ICMR before Hon'ble CAT, Principal Bench, New Delhi and review of reservation roster by NCSC and pending decision of any other court case, if any.


17/11/25

(Reema Sharma)

Assistant Director General (Admn.)

All concerned officers (6)

Copy to:-

1. PS to DG /Addl. DG(SP)/ Addl. DG(AS) / 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.