

FP-19/07/2020-Admn.-I(Pt.-2) (134887)  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

Ansari Nagar, Delhi-110029  
Dated: - 03<sup>rd</sup> Dec., 2025

**OFFICE ORDER**

**Sub:- Allocation of work in r/o Sr. AOs & AOs of ICMR Hqrs.**

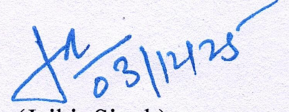
Consequent upon promotion of Section Officers to the post of Administration Officers, the following officers have been assigned the work as mentioned against each, with immediate effect till further orders: -

S. NO	Name & Designation	Present responsibilities	Work assigned	Link Officer in case of absence/unavailability
1.	Smt. Swati Gaikwad, Sr. AO	Establishment, Development Division & Capital works	Establishment & Capital works	Sh. MS Rawat, AO
2.	Sh. Safal Chetri, Sr. AO	Vigilance, Legal, Personnel and E-HRMS	No change	Sh. Yogesh Kumar, Sr. AO
3.	Sh. Yogesh Kumar, Sr. AO	Stores, CPC, BMHRC	No Change	Sh. Sathish Kumar, AO
4.	Sh. U PremDesingh Chandrahasan, Sr. AO	Discovery & Descriptive & IHD	Delivery, Descriptive, IHD & IJMR with addl charge of RMRC, Bhubaneswar	Sh. Ved Prakash, AO (Sh. Dinesh Soni, Sr. AO in the absence of Sh. Ved Prakash, AO)
5.	Sh. Dinesh Soni, Sr. AO	Intramural (RCN&NCD), with addl charge of NIRDH&DS	Intramural (RCN&NCD), with addl charge of NIIRNCD, Jodhpur	Sh. Ved Prakash, AO
6.	Sh. Ved Prakash, AO	ICMR HQs, CD, Epidemiology, Data Centre	No change	Sh. Dinesh Soni, Sr. AO
7.	Sh. MS Rawat, AO	ICMR HQs, Admin, Nodal Officer-RTI, PG Portal,	No change	Sh. Safal Chetri, Sr. AO
8.	Sh. Sathish Kumar, AO	R&P Cell, Delivery Research	R&P Cell with additional charge of ICMR-VCRC, Puducherry	Smt. Swati Gaikwad, Sr. AO
9.	Smt. Nanda Nimje, AO	ICMR (ITR/IPR, P&C, AI) with NICH&DR	ITR/IPR, P&C, AI & HRD	Sh. Sathish Kumar, AO
10.	Smt. Sunita Sugara, AO	Newly Promoted	Establishment Section	Smt. Swati Gaikwad, Sr. AO
11.	Smt. Rachna Sharma, AO	Newly Promoted	DDO, Maint. Section/Logistics, Engg	Sh. U PremDesinghChandrahasan in the absence of Sh. Vijay, SO.
12.	Smt. Punam Pal, AO	Newly Promoted	Development Division (on additional charge of ICMR Hqrs.)	Smt. Seema Verma, AO
13.	Smt. Seema Verma, AO	Newly Promoted	Discovery Division (on additional charge of ICMR Hqrs.)	Smt. Punam Pal, AO



2. Further, the respective Section Officer/s of all the division/s are authorized to discharge the urgent duties in absence of both the Sr. AOs/ A.Os.

This issues with the approval of the Competent Authority.

 03/14/25

(Jaibir Singh)

Assistant Director General (A)

Copy to: -

1. PS to DG/ Addl. DG (I/M)/ Addl. DG (E/M)/ Sr. DDG(A)/ Sr. FA, ICMR
2. Head of Division of Intramural/ Extramural Divisions, ICMR Hqrs.
3. DDG (A)/ ADG (R&P Cell)/ ADG(F), ICMR Hqrs.
4. DD(OL) – for hindi translation please.
5. DDO, ICMR Hqrs.
6. Nodal Officer, E-Gov Cell
7. PF/ Budget File/ Guard File