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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.16/82/2023-Admn/E.164228

Dated:10/06/2026

Office Memorandum

Subject: Immediate Identification, Scrutiny, and Management of Office Records/Almirahs Lying in Open Areas – Reg.

During the inspection of various Divisions and Sections of ICMR Headquarters on 04.06.2026, it was observed that a number of almirahs are lying at various locations on the rooftop and corridors within the premises of ICMR Hqs and giving a shabby look in the surroundings. Some of these almirahs are occupying considerable space and, being kept in open area, are exposed to rain and other weather conditions, resulting in the risk of deterioration and damage. The competent authority has expressed strong displeasure regarding this acute mismanagement and safety hazard of official records.

2. In view of the above, all Heads of Divisions are requested to ensure a comprehensive review of old records as per 'Record Retention Schedule' and if required the almirah may be shifted to ICMR-NIMR, Dwarka, New Delhi where the sufficient space has been kept available for this purpose.

3. Compliance on the steps stated above may be completed on priority and report of the same may be submitted to the undersigned.

This issues with the approval of the Competent Authority.

(Jaibir Singh)
Assistant Director General (Admn)

Copy to:

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