



icmr
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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

सं.16/59/2024-Admn./E.211776

दिनांक: 24/06/2026

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विषय: स्वास्थ्य अनुसंधान विभाग (DHR) को अनुमोदन हेतु प्रस्ताव प्रेषित करते समय अपनाई जाने वाली प्रक्रिया के संबंध में।

महोदय/महोदया,

कृपया स्वास्थ्य अनुसंधान विभाग (DHR), स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के पत्र संख्या Q-11021/132/2025-HR(ICMR), दिनांक 15.06.2026 का संदर्भ ग्रहण करें, जिसमें DHR को अनुमोदनार्थ भेजे जाने वाले प्रस्तावों के संबंध में आवश्यक प्रक्रिया का पालन सुनिश्चित करने हेतु दिशा-निर्देश जारी किए गए हैं।

2. DHR द्वारा यह अवलोकित किया गया है कि विभिन्न मामलों में प्रस्ताव बिना समुचित परीक्षण एवं आवश्यक टिप्पणियों/दस्तावेजों के प्रेषित किए जा रहे हैं, जिसके कारण प्रस्तावों के निस्तारण में अनावश्यक विलम्ब होता है तथा बार-बार स्पष्टीकरण प्राप्त करना पड़ता है।
3. अतः सभी संस्थानों/केन्द्रों को निर्देशित किया जाता है कि भविष्य में DHR को अनुमोदन हेतु भेजे जाने वाले सभी प्रस्ताव को समाविष्ट करते हुए पूर्ण एवं स्वयंपूर्ण (Self-contained) रूप में ICMR मुख्यालय को प्रेषित किए जाएँ:-

भवदीय,

(जयबीर सिंह)

सहायक महानिदेशक (प्रशासन)

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहायक महानिदेशक (वित्त)
4. डॉ. मनजीत सिंह चालगा, आई.सी.एम.आर. की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

F.No.Q-11021/132/2025-HR(ICMR) CFN:8374700
Bharat Sarkar / Government of India
Ministry of Health & Family Welfare
Department of Health Research

Red Cross Society Building,
Red Cross Road, New Delhi
Dated : 15 .06.2026.

~~SK. Sogal~~
A0 (Adm)
18/6/26

To

The Deputy Director General (Admn.)
(Shri. Jagdish Rajesh)
ICMR Head Quarters,
V. Ramalingaswami Bhawan,
Ansari Nagar, New Delhi-110029

Subject: Procedure to be followed by ICMR while submitting a proposal to DHR for approval – regarding.

Sir,

I am directed to refer to the proposals received from ICMR on different matters for approval in DHR and to state that it has been observed that ICMR sends proposals without proper examination, without following proper procedure. In such circumstances, DHR has to identify each and every points and multiple references need to be made with ICMR before processing the file for approval, which is time consuming.

2. Keeping in view of the above, it is felt that ICMR needs to be sensitized about the procedure to be followed by ICMR while sending any proposal for approval to DHR. The following outlines are emphasized to ICMR on such matters:

Whenever a proposal is sent to DHR, the following should be taken care of:

- i) The proposal should be in a self contained note
- ii) Subject should be mentioned with a brief of the proposal
- iii) A background should be provided, mentioning any related

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matters already dealt with either in ICMR or sent to DHR

- iv) History of the case should be mentioned : any rejections , observations made in the past by DHR, DOPT, DOE, MEA or any other authority
- v) Elaborate details of the current proposal mentioning the specific requirements
- vi) Financial implications – mentioning from which head of account expenditure will be incurred
- vii) Comments of the finance wing of ICMR
- viii) Comments of the legal wing of ICMR, if any
- ix) What is the rule position in GOI
- x) What is the rule position in the rules, regulations & by – laws in ICMR
- xi) What is the status of other similarly placed organizations like CSIR, ICAR and AIIMS
- xii) Reason for sending the proposal to DHR
- xiii) Proposals of Institutes of ICMR should be routed through the Head Quarter Administration Branch of ICMR
- xiv) Enclose all approvals including DG, EC whichever is applicable
- xv) Final para should specify what is exactly sought from DHR

3. The matter may be brought to the knowledge of all concerned and may be adhered to in all future references made to DHR.

Yours faithfully,
Digitally signed by
KARMARKAR TUSHAR ARUN
Date: 15-06-2026 13:12:48

(Dr. Tushar Karmarkar)
Deputy Secretary to the Govt. of India.
E-mail:tushar.arun@gov.in