



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.:16/59/2024-Admn. (Comp. No.:211776) dated 17<sup>th</sup> July, 2026

## OFFICE MEMORANDUM

**Subject: Requirement of prior permission for leaving station/headquarters by the staff working in ICMR –compliance regarding.**

The undersigned is directed to invite attention to the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) **OM No. 11013/7/04-Estt. (A) Dated 18-05-1994** on the subject cited above, wherein explicit guidelines regarding the necessity of obtaining prior permission before leaving station/headquarters have been laid down.

2. It has been observed with concern that several officials/staff members of ICMR Hqrs./ICMR Institutes/Centres are found leaving their designated headquarters/station without obtaining prior approval from the Competent Authority. Such practices hamper official exigencies and affects official work adversely.

3. Accordingly, the following instructions are hereby reiterated for strict compliance by all officers and staff members of ICMR Hqrs./ICMR Institutes/Centres:

- **Prior Permission:** No Government servant shall leave their headquarters or station (including during weekends, closed holidays, or casual leave) without obtaining prior explicit written permission from their respective reporting officer/Competent Authority.
- **Station Leave Address:** While applying for station leave or any leave combined with a station leave request, the official must invariably specify their complete contact address and telephone number for the duration of the absence.
- **Emergencies:** In case of sudden/unavoidable medical or personal emergencies where prior permission could not be obtained, the concerned official must intimate their supervisor immediately through available electronic media (e-mail/SMS/eOffice) and formalize the application immediately upon resuming duty.

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4. All Divisional Heads/Director/Director-in-charge of Institutes/Centers are requested to bring the contents of this Office Memorandum to the notice of all staff members working under their administrative control for strict adherence/compliance.

This issues with the approval of the Competent Authority.

(Jaibir Singh)  
Assistant Director General (Admn.)

To:

1. Director/Director-in-charge of all ICMR Institutes/Centres
2. All Heads of Divisions, ICMR Hqrs.
3. All Officers/Staff members of ICMR Hqrs.

Copy for information to:

1. PS to DG/Addl. DG/Sr. DDG (A)/Sr. FA
2. DDG(A)/ ADsG
3. Notice Board / ICMR Intranet Portal

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