

No. C-13015/06/26-27/Store/MiscellaneousMatters (275950)

INDIAN COUNCIL OF MEDICAL RESEARCH

V. Ramalingaswami Bhawan
Ansari Nagar, New Delhi – 110029
(Store Section)

Dated: 30.07.2026

OFFICE ORDER

Subject: Identification, verification and disposal of unclaimed almirahs/ cupboards and records lying in the corridors and rooftop of ICMR Headquarters.

It has been observed that approximately **171 (One Hundred and Seventy-One)** almirahs are lying in the corridors and rooftop of ICMR Headquarters. Besides occupying valuable office space, these unattended almirahs are causing obstruction to housekeeping, maintenance activities and proper space management.

A physical survey of the almirahs has already been carried out (list enclosed). Accordingly, in pursuance of the directions of the **Sr. DDG(A)**, all Divisions/Sections/Units and officials concerned are hereby directed to identify their respective almirahs and complete the exercise in following 03 steps: -

1. **Identify** the almirah(s) belonging to their Division/Section/Office.
2. **Record details** of the records/files/materials kept inside each almirah.
3. **Justification** for the continued retention of the records/materials/ or weeding out the obsolete, redundant and unwanted records/materials strictly in accordance with the applicable Record Retention Schedule and extant Government instructions.

All Divisions/Sections shall complete the above exercise and submit the requisite information to the **Store Section** within **15 (Fifteen) days** from the date of issue of this Office Order.

It is reiterated that **all records shall be reviewed and weeded out only in accordance with the prescribed Record Retention Schedule and extant Government instructions. Under no circumstances shall any record be destroyed without following the prescribed procedure and obtaining the necessary approvals, wherever applicable.**

It is requested that this exercise may be completed within 15 days without waiting for a reminder or expecting an extension.

On expiry of the stipulated period, a report may kindly be furnished to the undersigned for perusal of the Competent Authority. Thereafter, the unclaimed almirahs and the records/materials lying therein shall be **shifted, disposed of or otherwise dealt** with in accordance with the decision of the Competent Authority and the extant Government rules, **without any further reference to the concerned Division/Section.**

Contd...

All Heads of Divisions/Sections shall ensure **strict compliance** with the above directions and accord **TOP PRIORITY** to this exercise.

This issues with the approval of the Sr.DDG(Admin).

(Jaibir Singh)
Assistant Director General (Admin)

To: -

1. All Heads of Divisions/Sections, ICMR Headquarters.
2. All Officers/Officials, ICMR Headquarters.

Copy to: -

1. PS to DG, ICMR.
2. PS to Sr. DDG(A).
3. PS to Sr.FA
4. Notice Board
5. ICMR Website
6. Guard File.

S. No.	Location	Total no. of Almirah
1.	Old Building Ground Floor	11
2.	Old Building 1 st Floor	5
3.	ICMR Hqrs Ground Floor	8
4.	ICMR Hqrs 1 st Floor	11
5.	ICMR Hqrs 2 nd Floor	6
6.	ICMR Hqrs 3 rd Floor	130
	G. Total:	171

LIST OF STEEL ALMIRAH/SHELF & WOODEN ALMIRAH/SHELF LYING OPEN IN ICMR HQRS.

OLD BUILDING

Ground Floor			
S.no.	Floor	Property no.	Division/Section/Individual/Room no./ Label
1.	GF-1 (Steel Almirah)	Not Mentioned	Not Mentioned
2.	GF-2 (Steel Almirah)	Not Mentioned	Transport
3.	GF-3 (Steel Almirah)	Not Mentioned	Not Mentioned
4.	GF-4 (Steel Almirah)	Not Mentioned	Not Mentioned
5.	GF-5 (Steel Almirah)	Not Mentioned	Not Mentioned
6.	GF-6 (Steel Almirah)	Not Mentioned	Not Mentioned
7.	GF-7 (Steel Almirah)	Not Mentioned	Not Mentioned
8.	GF-8 (Steel Almirah)	Not Mentioned	Not Mentioned
9.	GF-9 (Steel Almirah)	Not Mentioned	Admin-I
10.	GF-10 (Steel Almirah)	Not Mentioned	Maali
11.	GF-11 (Steel Almirah)	Not Mentioned	Sulabh
First Floor			
S.no.	Floor	Property no.	Division/Section/Individual/Room no./ Label
1.	FF-1 (Steel Almirah)	Not Mentioned	MPU, Dr. Neeraj Tandon
2.	FF-2 (Steel Almirah)	HQ-568/25/03/25	Not Mentioned
3.	FF-3 (Steel Almirah)	HQ-567/25/03/25	Not Mentioned
4.	FF-4 (Steel Almirah)	Not Mentioned	ITR
5.	FF-5 (Steel Almirah)	HQ-569/25/03/25	Not Mentioned

ICMR HQRS. BUILDING

Ground Floor			
S.no.	Floor	Property no.	Division/Section/Individual/Room no./ Label
1.	GF-1 (Steel Almirah)	Not Mentioned	Not Mentioned
2.	GF-2 (Steel Almirah)	Not Mentioned	CPWD
3.	GF-3 (Steel Almirah)	Not Mentioned	CPWD
4.	GF-4 (Steel Almirah)	Not Mentioned	Carpenter
5.	GF-5 (Steel Almirah)	Not Mentioned	Carpenter
6.	GF-6 (Steel Almirah)	Not Mentioned	Carpenter
7.	GF-7 (Steel Almirah)	Not Mentioned	Carpenter
8.	GF-8 (Steel Almirah)	Not Mentioned	Carpenter
First Floor			
S.no.	Floor	Property no.	Division/Section/Individual/Room no./ Label
1.	FF-1 (Steel Almirah)	Not Mentioned	HRD, R.N. 206
2.	FF-2 (Steel Almirah)	HQ-55/29/05/24	Dr. Stuti Bhargawa, NCD
3.	FF-3 (Steel Almirah)	Not Mentioned	HRD
4.	FF-4 (Steel Almirah)	Not Mentioned	HRD
5.	FF-5 (Steel Almirah)	Not Mentioned	HRD
6.	FF-6 (Steel Almirah)	Not Mentioned	IJMR, R.N. 203
7.	FF-7 (Steel Almirah)	Not Mentioned	HRD

8.	FF-8 (Steel Almirah)	Not Mentioned	HRD, R.N. 206
9.	FF-9 (Steel Almirah)	Not Mentioned	IHD
10.	FF-10 (Steel Almirah)	Not Mentioned	IHD
11.	FF-11 (Steel Almirah)	Not Mentioned	R.N. 217 IHD
Second Floor			
S.no.	Floor	Property no.	Division/Section/Individual/Room no./ Label
1.	SF-1 (Steel Almirah)	Not Mentioned	Not Mentioned
2.	SF-2 (Steel Almirah)	Not Mentioned	Not Mentioned
3.	SF-3 (Steel Almirah)	Not Mentioned	Not Mentioned
4.	SF-4 (Steel Almirah)	PR18/95/1	Dr. Ashoo Grover, Delivery Research
5.	SF-5 (Steel Almirah)	HQ-403/14/02/24	Not Mentioned
6.	SF-6 (Steel Almirah)	HQ-404/14/02/24	Not Mentioned
Third Floor			
S.no.	Floor	Property no.	Division/Section/Individual/Room no./ Label
1.	TF-1 (Steel Almirah)	HQ-493/20/03/24	Personal Section
2.	TF-2 (Steel Almirah)	PR18/89/01	Dr. Nisha K Jose, Development Research
3.	TF-3 (Steel Almirah)	HQ-491/20/03/24	Personal Section
4.	TF-4 (Steel Almirah)	HQ-492/20/03/24	Personal Section
5.	TF-5 (Steel Almirah)	Not Mentioned	Personal Section
6.	TF-6 (Steel Almirah)	Not Mentioned	Admin-II
7.	TF-7 (Wooden Almirah)	Not Mentioned	Dr. JJ Cherian, BMS, R.N. 319
8.	TF-8 (Steel Almirah)	Not Mentioned	Not Mentioned
9.	TF-9 (Steel Shelf)	Not Mentioned	Admin-I
10.	TF-10 (Steel Shelf)	Not Mentioned	Admin-I
11.	TF-11 (Steel Shelf)	Not Mentioned	Admin-I
12.	TF-12 (Steel Almirah)	Not Mentioned	Personal Section
13.	TF-13 (Steel Almirah)	Not Mentioned	Personal Section
14.	TF-14 (Steel Almirah)	Not Mentioned	Not Mentioned
15.	TF-15 (Steel Almirah)	Not Mentioned	Vigilence
16.	TF-16 (Steel Almirah)	Not Mentioned	Vigilence
17.	TF-17 (Steel Almirah)	Not Mentioned	Vigilence
18.	TF-18 (Steel Almirah)	Not Mentioned	Vigilence
19.	TF-19 (Steel Almirah)	Not Mentioned	Vigilence
20.	TF-20 (Steel Almirah)	Not Mentioned	Vigilence
21.	TF-21 (Steel Almirah)	Not Mentioned	Admin
22.	TF-22 (Steel Almirah)	Not Mentioned	Admin
23.	TF-23 (Steel Almirah)	Not Mentioned	Personal Section
24.	TF-24 (Steel Almirah)	Not Mentioned	Hindi Unit
25.	TF-25 (Steel Almirah)	Not Mentioned	Not Mentioned
26.	TF-26 (Steel Almirah)	PR18/89/02	Dr. Nisha K Jose, Development Research
27.	TF-27 (Steel Almirah)	Not Mentioned	Not Mentioned
28.	TF-28 (Steel Almirah)	Not Mentioned	Not Mentioned
29.	TF-29 (Steel Shelf)	Not Mentioned	Not Mentioned
30.	TF-30 (Steel Shelf)	Not Mentioned	Not Mentioned
31.	TF-31 (Steel Almirah)	Not Mentioned	Not Mentioned
32.	TF-32 (Steel Cupboard)	Not Mentioned	Publication

33.	TF-33 (Steel Shelf)	Not Mentioned	Not Mentioned
34.	TF-34 (Steel Shelf)	Not Mentioned	Not Mentioned
35.	TF-35 (Steel Shelf)	Not Mentioned	Not Mentioned
36.	TF-36 (Steel Shelf)	Not Mentioned	Not Mentioned
37.	TF-37 (Steel Almirah)	Not Mentioned	Not Mentioned
38.	TF-38 (Steel Almirah)	Not Mentioned	Not Mentioned
39.	TF-39 (Steel Almirah)	Not Mentioned	Not Mentioned
40.	TF-40 (Steel Almirah)	Not Mentioned	Not Mentioned
41.	TF-41 (Steel Almirah)	Not Mentioned	Not Mentioned
42.	TF-42 (Steel Almirah)	Not Mentioned	Not Mentioned
43.	TF-43 (Steel Almirah)	Not Mentioned	Not Mentioned
44.	TF-44 (Steel Cupboard)	Not Mentioned	Not Mentioned
45.	TF-45 (Steel Almirah)	Not Mentioned	Not Mentioned
46.	TF-46 (Steel Almirah)	Not Mentioned	Not Mentioned
47.	TF-47 (Steel Almirah)	Not Mentioned	Not Mentioned
48.	TF-48 (Steel Almirah)	Not Mentioned	Not Mentioned
49.	TF-49 (Steel Almirah)	Not Mentioned	Not Mentioned
50.	TF-50 (Steel Almirah)	Not Mentioned	Not Mentioned
51.	TF-51 (Steel Almirah)	Not Mentioned	Not Mentioned
52.	TF-52 (Steel Almirah)	Not Mentioned	Admin
53.	TF-53 (Steel Almirah)	Not Mentioned	Not Mentioned
54.	TF-54 (Steel Almirah)	Not Mentioned	Dr. R S Dhaliwal NCD R.N. 206
55.	TF-55 (Steel Shelf)	Not Mentioned	Not Mentioned
56.	TF-56 (Steel Almirah)	Not Mentioned	Dr. Satya Pal Yadav Discovery Research R.N. 415
57.	TF-57 (Steel Almirah)	Not Mentioned	Recruitment Cell
58.	TF-58 (Steel Almirah)	Not Mentioned	Recruitment Cell
59.	TF-59 (Steel Almirah)	Not Mentioned	Not Mentioned
60.	TF-60 (Steel Almirah)	Not Mentioned	Not Mentioned
61.	TF-61 (Steel Almirah)	Not Mentioned	Not Mentioned
62.	TF-62 (Wooden Shelf)	Not Mentioned	Not Mentioned
63.	TF-63 (Steel Shelf)	Not Mentioned	Not Mentioned
64.	TF-64 (Wooden Almirah)	Not Mentioned	Not Mentioned
65.	TF-65 (Steel Almirah)	Not Mentioned	Not Mentioned
66.	TF-66 (Wooden Almirah)	Not Mentioned	Not Mentioned
67.	TF-67 (Steel Almirah)	HQ-494/20/03/24	Not Mentioned
68.	TF-68 (Steel Almirah)	Not Mentioned	R.N. 416 HSR Division
69.	TF-69 (Steel Almirah)	Not Mentioned	Not Mentioned
70.	TF-70 (Steel Almirah)	Not Mentioned	Recruitment Cell
71.	TF-71 (Steel Almirah)	Not Mentioned	Recruitment Cell
72.	TF-72 (Steel Almirah)	Not Mentioned	Recruitment Cell
73.	TF-73 (Wooden Shelf)	Not Mentioned	Not Mentioned
74.	TF-74 (Wooden Shelf)	Not Mentioned	Not Mentioned
75.	TF-75 (Wooden Shelf)	Not Mentioned	Not Mentioned
76.	TF-76 (Steel Almirah)	Not Mentioned	Dr. Satya Pal Yadav Discovery Research R.N. 415
77.	TF-77 (Steel Almirah)	Not Mentioned	Not Mentioned
78.	TF-78 (Steel Almirah)	Not Mentioned	Store

79.	TF-79 (Steel Almirah)	Not Mentioned	Dr. Satya Pal Yadav Discovery Research
80.	TF-80 (Steel Almirah)	Not Mentioned	Dr. Satya Pal Yadav Discovery Research
81.	TF-81 (Steel Almirah)	Not Mentioned	Dr. Satya Pal Yadav Discovery Research
82.	TF-82 (Steel Almirah)	Not Mentioned	Mrs. Anurag Wason ITR R.N. 414
83.	TF-83 (Steel Almirah)	Not Mentioned	Dr. Harpreet Kaur CD R.N. 413
84.	TF-84 (Steel Almirah)	Not Mentioned	Not Mentioned
85.	TF-85 (Steel Almirah)	Not Mentioned	Dr. Harpreet Kaur CD R.N. 413
86.	TF-86 (Steel Almirah)	Not Mentioned	Not Mentioned
87.	TF-87 (Steel Almirah)	Not Mentioned	RTI
88.	TF-88 (Steel Almirah)	Not Mentioned	Not Mentioned
89.	TF-89 (Steel Almirah)	Not Mentioned	Dr. Satya Pal Yadav Discovery Research
90.	TF-90 (Steel Almirah)	Not Mentioned	Not Mentioned
91.	TF-91 (Steel Almirah)	Not Mentioned	Fellowship Files
92.	TF-92 (Steel Almirah)	Not Mentioned	Not Mentioned
93.	TF-93 (Steel Almirah)	Not Mentioned	Not Mentioned
94.	TF-94 (Steel Almirah)	Not Mentioned	Adhoc Files
95.	TF-95 (Steel Almirah)	Not Mentioned	Not Mentioned
96.	TF-96 (Wooden Shelf)	Not Mentioned	Not Mentioned
97.	TF-97 (Steel Almirah)	Not Mentioned	Not Mentioned
98.	TF-98 (Steel Almirah)	Not Mentioned	Personal Section
99.	TF-99 (Steel Almirah)	Not Mentioned	Admin-I
100.	TF-100 (Steel Almirah)	Not Mentioned	Not Mentioned
101.	TF-101 (Steel Almirah)	Not Mentioned	Not Mentioned
102.	TF-102 (Steel Shelf)	Not Mentioned	Not Mentioned
103.	TF-103 (Wooden Shelf)	Not Mentioned	IJMR
104.	TF-104 (Steel Almirah)	Not Mentioned	Not Mentioned
105.	TF-105 (Steel Almirah)	Not Mentioned	Admin
106.	TF-106 (Steel Almirah)	Not Mentioned	Not Mentioned
107.	TF-107 (Steel Almirah)	Not Mentioned	Personal Section
108.	TF-108 (Steel Almirah)	Not Mentioned	Personal Section R.N. 403
109.	TF-109 (Steel Almirah)	Not Mentioned	Personal Section
110.	TF-110 (Steel Almirah)	Not Mentioned	HRD R.N. 423
111.	TF-111 (Steel Almirah)	Not Mentioned	HRD
112.	TF-112 (Steel Almirah)	Not Mentioned	Not Mentioned
113.	TF-113 (Steel Almirah)	Not Mentioned	Not Mentioned
114.	TF-114 (Steel Almirah)	PR16/224/37	Not Mentioned
115.	TF-115 (Steel Almirah)	Not Mentioned	R. N. 422
116.	TF-116 (Steel Almirah)	Not Mentioned	Not Mentioned
117.	TF-117 (Steel Almirah)	Not Mentioned	R.N. 423 HRD
118.	TF-118 (Steel Almirah)	Not Mentioned	HRD
119.	TF-119 (Steel Almirah)	Not Mentioned	HRD
120.	TF-120 (Steel Almirah)	Not Mentioned	Not Mentioned
121.	TF-121 (Steel Almirah)	Not Mentioned	Not Mentioned
122.	TF-122 (Steel Almirah)	Not Mentioned	Not Mentioned
123.	TF-123 (Steel Almirah)	Not Mentioned	Not Mentioned
124.	TF-124 (Steel Almirah)	Not Mentioned	PMO

125.	TF-125 (Steel Almirah)	Not Mentioned	Not Mentioned
126.	TF-126 (Steel Almirah)	Not Mentioned	HRD
127.	TF-127 (Steel Almirah)	PR18/89/06	Not Mentioned
128.	TF-128 (Steel Almirah)	PR18/89/05	Not Mentioned
129.	TF-129 (Wooden Shelf)	Not Mentioned	Not Mentioned
130.	TF-130 (Wooden Shelf)	Not Mentioned	Not Mentioned