



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

FP- 19/14/2026-Estt.-Part(3). E/O No: 278284

Dated: - 10th August, 2026

OFFICE MEMORANDUM

It has been observed that the prescribed channel for submission of e-files, as per the work allocation prescribed vide Office Orders dated 30.07.2025 and 03.12.2025, is not being followed consistently. This has been identified as one of the reasons for delay in the disposal of matters and has adversely affected proper coordination with DHR. The prescribed channel of submission is, therefore, reiterated below for strict compliance: -

S. NO.	Name & Designation	Work assigned
1.	Shri Jagdish Rajesh, Deputy Director General (Admn.)	Vigilance, Legal Cell, Capital Constructions including Building maintenance, Training Cell (Scientific/Technical/Administrative) and PM-ABHIM
2.	Shri Jaibir Singh, Assistant Director General (Admn.)	Sections - Establishment, Administration, Personnel, HOO & Bill Section, MR Cell, Logistics, Guest House, RTI & Public Grievances, Engineering, Store & Purchase, BMHRC, E-HRMS Technical Division- Intramural - CD Division Institutes- NIHR, Gorakhpur, NIPCR, Hyderabad, NIE, Chennai, NIRT, Chennai, NITHR, Jabalpur, RMRC, Sri Vijaya Puram, NIV, Pune, NITVAR, Pune NIHR, Bhubaneswar, NIRBI, Kolkata, NIMR, New Delhi, NJIL&OMD, Agra, RM NIHR, Patna, NIVCR, Puducherry, BMHRC
3.	Smt. Reema Sharma, Assistant Director General (Admn.)	Sections – R&P Cell (Scientific, Administrative, Technical), CPC, ITR & IPR, P&C Division, HRD Division, IJMR, E-Gov Cell, IHD, Hindi Cell Technical Division- Intramural - NCD & RCN Division Institutes- NIOHR, Ahmedabad, NIN, Hyderabad, NIRBID, Mumbai, NIRWoH, Mumbai, NIREH, Bhopal, NITM, Belagavi, NIHR, Dibrugarh, NIHR, Jodhpur, NINE, Bengaluru, NIRDH, New Delhi, NICHR, New Delhi, NICPR, Noida, All Extramural Research Divisions

2. All concerned officers\officials are, therefore, expected to ensure that e-files, correspondences and all related information shall be submitted strictly through the prescribed channel and in accordance with the work allocation specified in the above-mentioned Office Order.

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This issues with the approval of the Competent Authority.

(Jaibir Singh)
Assistant Director General (A)

To:

1. All the Directors/Directors in Charge
2. All Head of Division of ICMR.
3. All Sr. AOs/ AOs in the ICMR Hqrs.

Copy to:

1. PS to DG/Addl. DG/Sr. DDG(A)/Sr. FA
2. DDG(A)/ ADGs (A)/ ADGs (F&A)
3. Dr. M.S Chalga, Sci- E, ICMR Hq- to upload in ICMR website