



No. 16/59/2024-Admn/e- 211776

Dated: 20/08/2026

OFFICE MEMORANDUM

Subject: Standard Operating Procedure for handling VIP References in ICMR HQ/Institutes reg:-

This is regarding Standard Operating Procedure for Handling VIP References received through Demi-Official letters, Emails, etc., from Hon'ble Ministers, Members of Parliament, Members of Legislative Assemblies, Secretaries, etc., on issues concerning to ICMR.

1. Receipt and Registration

- I. Immediately on receipt of a VIP reference in any of the ICMR Divisions/institutes it must be communicated to the Policy & Communication (P&C) Division.
- II. Immediately on receipt of a VIP reference in the Policy & Communication (P&C) Division, the Dealing Officer/Staff shall diarize the communication and enter the details in the VIP Reference Register/Monitoring Sheet on the same day.

2. Communication to Concerned Division/Institute

- I. The P&C Division shall forward the VIP reference to the concerned Division/Institute/Centre immediately for furnishing factual inputs/comments.
- II. Wherever necessary, a communication from the Head, P&C Division/or as deemed fit shall also be issued on the same day or the next day requesting expeditious action.

3. Responsibility of Concerned Division/Institute

- I. The concerned Division/Institute/Centre shall examine the matter on priority and furnish complete, factual and self-contained comments along with supporting documents.
- II. The report shall ordinarily be furnished within 3 days and, in exceptional cases, not later than 7 days from the date of receipt of the reference.
- III. Where comments are incomplete or clarification is required, the same shall be obtained immediately without avoidable delay.

4. Quality of Reply

The dealing officer shall ensure that:

- I. All facts are duly verified;
- II. References to previous correspondence are correctly quoted;
- III. The reply is accurate, complete and free from factual, grammatical or typographical errors;

6. Follow-up Mechanism

- I. If comments are not received within the prescribed timeline, the P&C Division shall issue reminders through e-mail/e-Office.
- II. Where necessary, telephonic follow-up and formal letter communications from the Head of P&C Division shall also be made to ensure timely submission of inputs.
- III. The status of each VIP reference shall be monitored weekly until final disposal in the prescribed format (Annexure-A)
- IV. Replies/inputs to the VIP references may be communicated to DHR by P&C division only after obtaining necessary approval from the competent authority.
- V. In case where final comments are likely to take time and matter is urgent, P&C Division Head may communicate an appropriate interim reply to DHR after consulting/informing Sr.DDG(A).

7. Compliance

All Divisions of ICMR Headquarters and Directors/Directors-in-Charge of ICMR Institutes/Centres shall ensure strict adherence to this SOP and sensitize all officers and officials under their administrative control to facilitate the timely, efficient, and priority-based disposal of VIP references.

JA
20/8/26

(Jaibir Singh)
Assistant Director General (Admin.)

**Head Division of Policy & Communication,
ICMR Headquarter**

To:

1. Directors, All ICMR Institutes/Centres.

Copy to:

1. PS to DG/Addl. DGs/Sr. DDG(A)/Sr. FA, ICMR Hqrs, New Delhi.
2. PS to Secretary, DHR / Joint Secretary / Deputy Secretary / Under Secretary.
3. All Heads of Divisions.
4. DDG(A)/ADGs/ AO (Admn.), ICMR Hqrs., New Delhi.
5. Head, P&C
6. Dr. M.S. Chalga, Sci-E with request to upload the same on the ICMR website.

Annexure-A

Sl. No.	VIP Letter Received from	Subject	Name of the Concerned Division/Institute/ Centre	Date of Communication to ICMR Hqrs./Institute/Centers/ Division	Date of Report/Reply received from the concerned ICMR Hqrs./Institute/Centers/Division	Date of Final/Interim Reply sent to DHR/VIP
01	02	03	04	05	06	07