

INDIAN COUNCIL OF MEDICAL RESEARCH

V. Ramalingaswami Bhawan
Ansari Nagar, New Delhi - 110029

ULTIMATUM

No.: ICMR/Stores/Almirahs/2026

Date: 23rd Sept, 2026

Subject: Reminder - Identification, Verification and Disposal of Unclaimed Almirahs/Cupboards and Records Lying Outside Rooms and on the Rooftop of ICMR Headquarters - reg.

Reference is invited to the **Office Order dated 28.07.2026** issued on the above subject regarding identification, verification and disposal of unclaimed almirahs/cupboards and records/materials lying in the corridors and rooftop of ICMR Headquarters.

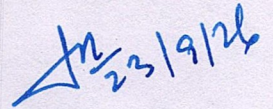
In continuation of the above, all Divisions/Sections/Units are once again requested to **complete the task of identification and confirmation of ownership of the almirahs marked by the Store Section by 30.09.2026.**

All concerned are requested to submit a report clearly indicating the following:

1. The almirah number(s) belonging to their respective Division/ Section/ Unit, as marked by the Store Section, along with the details of records/ materials kept therein and whether the same are required to be retained or proposed for disposal/weeding out.
2. A **'NIL' Report must be submitted by every Division/ Section/ Unit which does not have any almirah belonging to it**, so that the position regarding ownership of all identified almirahs can be conclusively established.
3. Wherever an almirah is required to be retained, it may be **properly marked with the name of the concerned Division/ Section/ Unit** for clear identification.
4. Wherever records/ materials are proposed for disposal/ weeding out, the same shall be dealt with **strictly in accordance with the applicable Record Retention Schedule and extant Government instructions.**

The matter may kindly be accorded **TOP PRIORITY** and the **requisite information/NIL report** may be furnished to the **Store Section positively by 30.09.2026**. The Heads of all Divisions/ Sections/ Units are requested to ensure strict compliance within the stipulated timeline.

No further extension shall be entertained in this regard.



(Jaibir Singh)

Assistant Director General (Admin)

To:

1. All Heads of Divisions/Sections, ICMR Headquarters.
2. Sr.AOs/AOs/SOs-for urgent response and action.

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.