

INDIAN COUNCIL OF MEDICAL RESEARCH
VIGILANCE SECTION
ANSARI NAGAR, NEW DELHI.
F.No: Vig/ICMRHqrs/01(27)/2026

Dated: 21/10/2026

OFFICE MEMORANDUM

Subject: - Rotation of officials working in sensitive posts- reg.

The undersigned is directed to refer to circular No. 09/09/2013 dated 11.09.2013, O.M. No. 18/misc/02-392171 dated 23.08.2018, circular. No. 22/10/2022 dated 25.10.2022 issued by the Central Vigilance Commission and O.M. No. 18/1/2019-Admn. -II dated 07.05.2019 issued by Indian Council of Medical Research on the subject mentioned above wherein it is prescribed that every Ministry/ Department/ organization and CVOs is to identify the sensitive posts and staff working in these posts and also ensure that they are strictly rotated after every two/three years.

2. As per the circular, the following areas are considered as "sensitive areas" along with staff working by the CVO, ICMR:

1. Vigilance.
2. Purchase & Store.
3. Recruitment.
4. Staff dealing with Service Matters.
5. Accounts & Finance including Financial approvals, Project funding, grants, loans, fellowships, scholarship etc.
6. Cashier/DDO.
7. Central Procurement Cell.

3. All Directors/ Directors-in-charge & Division Heads are requested to identify the posts of the above mentioned area suggested by CVO, ICMR as "sensitive" and furnish the details of present incumbents urgently along with their tenure, in the proforma enclosed as *Annexure-I* by 30.10.2026 positively.

Encl: *Annexure I*.



(Jagdish Rajesh)

Deputy Director General (Admin) & Vigilance Officer

Copy to:

1. PS to DG/Addl DG/ Sr. DDG(A)/Sr. FA
2. Directors/Directors-in-charge of all Institutes/Centers of ICMR for similar action.
3. All Divisional Heads.
4. DDG (A)/ ADGs
5. Dr. MS Chalga, Sci-D, ICMR Hqrs with the request to upload in ICMR website.

PROFORMA

Name of the Institute/Centre/Division:

Sr. No.	Area identified as “sensitive”	Present incumbents	Designation of the incumbents	Since when he/she is holding the post	Total Tenure in the Present Sensitive Post	Remarks
1	2	3	4	5	6	7

Note: The proforma may be filled in respect of each area/post identified as “sensitive”.