File No. FP-19/08/2015-Admn.I(E-112424)
INDIAN COUNCIL OF MEDICAL RESEARCH

Ansari Nagar, New Delhi-110029
Dated: ___ November, 2026

OFFICE ORDER

Subject: Nomination of Approving Authority on MHA Smart Card Portal for ICMR Officials – regarding.

Reference is invited to DHR email dated 19.10.2026 regarding mandatory online processing of applications for the issuance of MHA Smart Cards to ICMR personnel through the MHA Smart Card Portal **(sid.mha.gov.in)**.

2. In terms of the prescribed workflow of the MHA Pass Cell, all online applications submitted by ICMR officials are required to be verified and endorsed online by a designated Approving Authority at ICMR prior to their onward transmission to DHR and MHA.

3. Accordingly, the Competent Authority has approved the nomination of **Smt. Swati Dilip Gaikwad, Senior Administrative Officer (Sr. AO)** to function as the designated **Approving Authority** on the MHA Smart Card Portal on behalf of ICMR. Her official particulars are as under:

i. **Name:** Smt. Swati Dilip Gaikwad
ii. **Designation:** Senior Administrative Officer
iii. **Official Email ID:** ssalunke.nari@gov.in
iv. **Mobile Number:** 9850504044

4. All ICMR officials applying for fresh issuance or renewal of MHA Smart Cards are hereby advised to submit their applications online on **sid.mha.gov.in** and select the aforementioned officer as the Approving Authority.

5. This issues with the approval of the Competent Authority.

Digitally signed by
Jaibir Singh
Date: 09-11-2026
17:59:08

(Jaibir Singh)
(Assistant Director General) (A)

To:

1. Director General, ICMR Hqrs
2. PS to DG/ Addl DG/ Sr. DDG/ Sr. FA, ICMR Hqrs
3. DDG/ ADG(A)/ADG(F&A)/ADG(R&P), ICMR Hqrs
4. **Smt. Swati Dilip Gaikwad**, Senior Administrative Officer, ICMR Hqrs.
5. All Division / Section Heads and Staff of ICMR Hqrs
6. E-Governance Cell
7. Guard File

Copy for necessary action to:

The Under Secretary (Admin), Department of Health Research (DHR), Ministry of Health & Family Welfare, IRCS Building, Red Cross Road, New Delhi – with the request to kindly convey the nomination details of **Smt. Swati Dilip Gaikwad, Sr. AO**, to the MHA Pass Cell for facilitating necessary backend mapping of the officer on the MHA Smart Card Portal (sid.mha.gov.in) at the earliest.