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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

No.16/16/2025 –Admn II/ e-file- 250857 **Dated: .11.2026**

Office Memorandum

In order to ensure strict financial compliance, transparency and uniformity in procurement procedures across all ICMR Institutes/Centres, the Competent Authority has directed that any deviation between the receipt of goods (in terms of specifications, make/model, quantity, pricing, or terms) vis-à-vis the issued Purchase order (PO) in respect of the procurements done through CPC must be brought to the immediate knowledge of ICMR Headquarters.

2. Accordingly, all ICMR Institutes/Centres are directed to strictly adhere to the following instructions:

a) Any discrepancy or deviation between the goods received and the approved Purchase Order shall be reported to ICMR Headquarters without delay.
b) Deviated goods shall not be accepted, installed or processed for payment without obtaining prior written approval from ICMR Headquarters.
c) In cases where a deviation is identified by the local Inspection/Purchase Committee, a comprehensive proposal indicating the details of the discrepancy, along with proper justification duly endorsed by the Director/Head of the Institute, shall be submitted to ICMR Headquarters.
d) Strict compliance with these instructions is mandatory. Any failure to seek prior approval before accepting or processing deviated supplies will hold the respective institute's purchase and administrative heads personally accountable.

3. These instructions shall come into effect immediate effect.

Digitally signed by
Jaibir Singh
Date: 25-11-2026
17:34:03

Jaibir Singh
Assistant Director General(Admin)

Copy to:

1. PS to DG/Addl. DG/Sr. DDG(A)/Sr. FA
2. Directors/Directors- in – charge of all Institutes/Centers of ICMR
3. All Heads of Division, ICMR Hqrs
4. ADGs, ICMR HQ
5. Dr.M.S Chalga Sci- E, ICMR hqrs- to upload in ICMR website.

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