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भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)

डी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No. 16/16/2020-AdmnII

Dated: 29-09-2020

Office Memorandum

Sub: Instruction for APAR Submission System-

Orders were issued vide order no.16/155/2015-Admn.II dated 29-07-2019 that all posts from Section Officer and above namely, Section Officer; Junior Administrative Officer; Administrative Officer; Sr. Administrative Officer and Junior Accounts Officer; Accounts Officer; Senior Accounts Officer at ICMR Hqrs. and different institutes will be centralised and accordingly Recruitment Rules were amended with the approval of Executive Council and Governing Council. DPCs were conducted and eligible employees have already been promoted.

Keeping in view the same and to further streamline the functioning of administration and finance wings of ICMR Hqrs. and different institutes, the following changes are made in APAR submission system with the approval of the competent authority:

1. For ICMR Institutes/ Centres

a. LDC/UDC/Asstt.

Reporting Officer	-	SO/Jr. AO/Jr. ACO
Reviewing Officer	-	AO/ACO/Sr. AO/Sr. ACO (Wherever AO/ACO is not available)
Accepting Authority	-	Director of the Institute

b. SO/Jr. AO/Jr. ACO

Reporting officer	-	AO/ACO/Sr. AO/Sr. ACO
Reviewing officer	-	Director/Director-in-charge (for Institutes./Centres)
Accepting Authority	-	Sr. DDG(A)/ Sr. FA

c. AO/ACO/Sr. AO/ Sr. ACO

Reporting Officer	-	Director/Director-in-charge
Reviewing Authority	-	Sr. DDG(A)/Sr. FA

2. A) For ICMR Hqrs. (Scientific/ Technical Division)

i) LDC/UDC/Asstt.

Reporting Officer	-	SO/Jr. AO
Reviewing Officer	-	AO/ Sr. AO
Accepting Authority	-	ADG(I)/ADG(II)

ii) SO/Jr. AO

Reporting Officer	-	AO/Sr. AO
Reviewing Officer	-	Concerned ADG(A)
Accepting Authority	-	Sr. DDG(A)

iii) AO/Sr. AO

Reporting Officer	-	Concerned ADG(A)
Reviewing Officer	-	Sr. DDG(A)

B) For Administrative Section

i) LDC/UDC/Asstt.

Reporting Officer	-	SO/Jr. AO
Reviewing Officer	-	AO/Sr. AO (Wherever AO is not available)
Accepting Authority	-	ADG(I)/ADG(II)

- ii) **SO/Jr. AO**
- | | | |
|---------------------|---|------------------|
| Reporting Officer | - | AO/Sr. AO |
| Reviewing Officer | - | Concerned ADG(A) |
| Accepting Authority | - | Sr. DDG(A) |
- iii) **AO/Sr. AO**
- | | | |
|-------------------|---|------------------|
| Reporting Officer | - | Concerned ADG(A) |
| Reviewing Officer | - | Sr. DDG(A) |
- iv) **Concerned ADG(A)**
- | | | |
|-------------------|---|------------|
| Reporting Officer | - | Sr. DDG(A) |
| Reviewing Officer | - | DG, ICMR |

C) For Finance & Accounts Section

1. LDC/UDC/Asstt.

- | | | |
|---------------------|---|---|
| Reporting Officer | - | SO/Jr. ACO |
| Reviewing Officer | - | ACO/Sr. ACO (Wherever ACO is not available) |
| Accepting Authority | - | ADG, Finance |

2. SO/Jr.ACO

- | | | |
|---------------------|---|-------------|
| Reporting Officer | - | ACO/Sr. ACO |
| Reviewing Officer | - | ADG(F) |
| Accepting Authority | - | Sr. FA |

3. ACO/Sr. ACO

Reporting Officer - ADG(F)
Reviewing Officer - Sr. FA

4. ADG(F)

Reporting Officer - Sr. FA
Reviewing Officer - DG


(Jagdish Rajesh) 29/09/2020

Asstt. Director General (Admn.)

Distribution:

Directors/Director-in-charge of ICMR Instts./Centres

Copy to :-

1. PS to DG/Addl.DG/Sr.DDG(A)/Sr. FA
2. All Divisional Heads
3. Asst. Director General (Admn)- I/II
4. Dr. L.K. Sharma, Scientist –E – soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.org.in) for website upload.