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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. 16/2/2021-Admn.-II

Dated : 8.2.2021.

To,

The Directors/Directors-in-Charge of  
permanent Institutes/Centres of ICMR.

Subject : Compliance of Handing over/taking over of records/files at the time of  
transfer/retirement of officers/officials.

Sir/Madam,

It has come to our notice that the officers/officials are relieved without proper handing over/taking over charge of records/files etc. after their transfer from one division to other/one institute/centre to other institute/centre or at the time of retirement, leading to loss of important and sensitive files having grave implications. This amounts to supervisory lapse on the part of Divisional Head/Controlling Officer concerned, which has been viewed very seriously.

All the Divisional heads of Hqrs./Directors of Instts./Centres are, therefore, requested to ensure that the handing over/taking over of records/files is invariably got done and report of the same invariably be sent to their Controlling Officer as under:

- (a) In case of transfer/retirement, the concerned Head of the Division of Hqrs./Director of Instt./Centre will not issue NOC unless all the records/files are listed, numbered and handed over to the incumbent officer/Division concerned.
- (b) In case of transfer/retirement of the Officer/Official, the Divisional Head/Director of the Instt./Centre is directed to ensure proper handing taking over of charge before issue of NOC/No Dues Certificate.

All Divisional Heads/Directors of Instts./Centres may send their action taken report to the Admn. Division whenever any retirement/transfer takes place.

Yours faithfully,

(Jagdish Rajesh)  
Asstt. Director General (Admn.)

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. ADG(A) I/II
4. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email ID([sharma.lk@icmr.gov.in](mailto:sharma.lk@icmr.gov.in)) for website upload.