



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.-16/27/2020-Admn.II

Date : 06.03.2020

To

The Directors/Directors-in-Charge of
Permanent Institutes/Centres of ICMR

Sir/Madam,

Recently some instances have come to our notice that Sr. Technical Officers/ Technical Officers are being given responsibility of holding the charge of HOO/DDO in few institutes which hampers the support of research activities. I am directed to inform all concerned that the charge of the HOO shall be held by a Sr. AO/AO only. Under any circumstances, the charge of HOO/DDO cannot be held by any Technical staff even during the leave period of such Sr. AO/AO. During the period of the leave, the responsibility may be given temporarily to SO but not to any Technical staff.

These Instructions must be followed in letter and spirit and any violation will be viewed seriously and personally responsibility shall be fixed.

Yours faithfully,

(Jagdish Rajesh)

Assistant 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. Deputy Director-General (Admn.)
4. Dr. L.K. Sharma, Scientist 'E' -- soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.