



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Services the nation since 1913

**भारतीय आयुर्विज्ञान
अनुसंधान परिषद**

No. 16/88/2020- Admn. II

Dated: 27/11/2020.

To

All the Directors / Director Incharges
ICMR Institutes / Centres.

Subject: Utilization of the services of staff having Law Degree

Dear All,

It is observed that there are large number of staff holding Law Degree and are working in Scientific or Administrative or Technical Divisions / Sections.

In order to have optimum utilization of their qualification and knowledge, it is hereby ordered that the services of those staff, in addition to their existing roles and responsibilities, may be utilized in the Institutes / Centres, according to their technical knowledge and expertise, for the following Legal works:

1. To review and monitor the legal cases.
2. To draft Affidavit / Counter Affidavit / Additional Affidavit / Petition etc.
3. To prepare parawise comments / Speaking Orders etc, in consultation with the empaneled Advocates / Counsel.
4. To process and follow up the legal matters with Advocates / Counsel / Courts.
5. To assist in drafting the reply matters on RTI, Public Grievance, VIP references etc.
6. To submit monthly report to the Legal Cell of ICMR HQ.

This is issued with the approval of Competent Authority.

Yours faithfully,

(Jagdish Rajesh)

Assistant Director General (Admn)

Copy to:

1. PS / PA to the DG / Addl. DG / Sr. DDG (A) / Sr. FA
2. All the Heads of Divisions / Sections, ICMR HQrs
3. ADGs, ICMR HQrs

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)

V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

PABX: 26588980, 26588707, 26589336 FAX: 26588662, 26589791, 26589258

Website: www.icmr.nic.in



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No. 16/80/2020-Admn-II

Dated: 27/11/2020.

To

All the Directors / Director Incharges
ICMR Institutes / Centres.

Subject: Utilization of the services of staff having Degree / Diploma in Engineering

Dear All,

It is observed that there are large number of staff holding Degree / Diploma in Engineering and are working in Scientific or Administrative or Technical Divisions / Sections.

In order to have optimum utilization of their qualification and knowledge, it is hereby ordered that the services of those staff, in addition to their existing roles and responsibilities, may be utilized in the Institutes / Centres, according to their technical knowledge and expertise, for the following Engineering works:

1. To act as Nodal Officer of Engineering (Capital/Maintenance) works.
2. For liaison works with the Executing Agency.
3. To coordinate with the Executing Agency in capitalization of advances.
4. To involve in planning and designing process for capital works with Executing Agency.
5. To involve in Budget preparation for Capital/Maintenance works in the institute.
6. To assist in up-keeping the records of Building Assets / Property Register.
7. To assist in day to day maintenance works/periodic maintenance works at the institute level.

This is issued with the approval of Competent Authority.

Yours faithfully,


27/11/2020

(Jagdish Rajesh)

Assistant Director General (Admn)

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No. 16/88/2020-Admn
To

Dated: 27/11/2020

All the Directors / Director Incharges
ICMR Institutes / Centres.

Subject: Utilization of the services of staff having Degree / Diploma in Computer
Science / Information Technology

Dear All,

It is observed that there are large number of staff holding Degree / Diploma in Computer Science / Information Technology and are working in Scientific or Administrative or Technical Divisions / Sections.

In order to have optimum utilization of their qualification and knowledge, it is hereby ordered that the services of those staff, in addition to their existing roles and responsibilities, may be utilized in the Institutes / Centres, according to their technical knowledge and expertise, for the following IT works:

1. Maintenance and supervision of the complete Local Area Network (LAN), Internet services (NKN), Firewall, Servers and Video Conferencing facility.
2. Provide Software development and maintenance services.
3. Act as a Member Secretary for the Institute level IT Infrastructure procurement committee
4. Act as Nodal person for cataloguing and organizing research data sources available
5. Update the ICMR Administration Management System Portal pertaining to respective Institutes / Centres
6. Update the data on the web portal of the Institute, particularly on RTI, Public Grievance, Citizen Charter etc.

This is issued with the approval of Competent Authority.

Yours faithfully,



(Jagdish Rajesh)

Assistant Director General (Admn)

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