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भारतीय आधुनिकीकरण 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. 16/113/2019-Admn.II

Dated 21.07.2020

To

The Director/Director-in-charge of  
Permanent Institutes/Centres of ICMR.

Sir/Madam,

The undersigned is directed to refer a letter of even number dated 02.01.2020 wherein detailed instructions were circulated for sending/receiving letters.

Inspite of these instructions, it is observed that Sr. AO/AO/PAs are signing letters on behalf of the Director or "for Director". Hence, it is once again reiterated that the Sr. AO/AO/PAs must refrain from signing such letters even while sending it through emails

Any violation of these instructions would be viewed seriously and disciplinary action will be initiated against concerned official.

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. Asstt. 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.