

**INDIAN COUNCIL OF MEDICAL RESEARCH V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR NEW DELHI**

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**Name of Central Public Information Officers (CPIOs) & Appellate Authorities (AAs) to deal with the applications / requests under RTI Act, 2005 with regard to Administrative matter**

<b>S. No.</b>	<b>Subject</b>	<b>Name of the Officer (CPIO)</b>	<b>Appellate Authority</b>	<b>DEALS WITH THE SUBJECT</b>
1.	Division of Non Communicable Diseases (NCD)	Smt. Harpreet Kaur SO	Shri Ishwar Likhar, AO	Extramural research projects - sanction and release of grants and their continuation on year to year basis and termination of projects recommended by Project Review Committees for Adhoc projects TF meeting Fellowship, Centre for Advanced Research. RTI matters & Court cases pertaining to concerned Institutes & Projects.
2.	Division of Epidemiology & Communicable Diseases (ECD)	Smt. Urmil Katyal, SO (ECD-1) Shri Ved Prakash SO (ECD-II)	Smt. Arti Chawla Sr. Administrative Officer  Shri Ramesh Kumar, AO	Extramural research projects - sanction and release of grants and their continuation on year to year basis and termination of projects recommended by Project Review Committees for Adhoc projects TF meeting Fellowship, Centre for Advanced Research. RTI matter and Court cases pertaining to concerned Institutes & Projects.

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3.	Division of Basic Medical Sciences (BMS)	Sh. Shyam Singh, SO Sh. Raj Kumar, SO	Shri G.S. Sandhu Administrative Officer	Extramural research projects - sanction and release of grants/continuation on year to year basis/ termination which are recommended by Project Review Committees for Adhoc projects/National Projects/Fellowship/Centre Advanced Research. RTI matter, Court cases pertaining to Institutes & Projects. Foreign visit of scientists.
4.	Division of Publication & Information (P&I)	Sh. Manmohan Singh, SO	-	Mailing of Periodical Journals, Patrika, Bulletin, Annual Reports also royalty and announcement within India and abroad. All Admn. work of Projects of P&I like DST, Sales Unit and BIC, work related with Photographer, bills of Printing Press, IJMR Subscription, Newspapers etc. Over all administrative work of Printing of IJMR, Annual Report (Hindi & English), Bulletin (Hindi & English), Sales Unit, Press Unit, Projects – ICMR funded and foreign funded. All correspondence relating to Library Information Centre which includes subscription of National/International Journals. purchase of books/journals from publishers, Contingent Advance/Imprest Advance Bills. Project staff recruitment and salary bills etc. Files relating to Repairs. Maintenance of Project vehicles of Head (P&I). Financial assistance to non-ICMR organization for holding scientific Seminar/ Symposium/ Conference/ Workshop etc.
5.	Division of International Health Division (IHD)	Sh. Sanjay Kumar, SO	Smt. Padmawati Chawla, AO	Preparation of Annual Budget for Division, delegation from India to Foreign & Foreign country to India, all related work under exchange programme. -ICMR International Fellowships -Looking after the work of HMSC, Prize & Award of ICMR The work related to Foreign national in India e.g. providing comments to MOH&FW.

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6.	Division of Reproductive Biology & Maternal Health (RBMCH)	Sh. I.P. Singh, SO	Smt. Harjeet Kaur Bajaj, AO	Extramural research projects - sanction and release of grants -continuation on year to year basis and termination of various projects recommended by Project Review Committees for Adhoc projects TF meeting, Fellowship , Centre for Advanced Research connected RTI matter, Court cases pertaining to Institutes & Projects.
7	Division of Nutrition		Sh. Harish Sharma, AO	
8.	Division of Medicinal Plant Unit			Administrative matter pertaining to research projects regarding sanction and release of grants
9	Division of Human Resource Development (HRD)		Sh. Ishwar Likhar, AO (Addl. Charge)	JRF – MPD, MD/MS Thesis financial assistance, Short Term visiting fellowships and Financial Assistance to ICMR Scientists Training Programme.
10.	Division of Socio-Behavioural and Health Systems Research(SBHSR)			Extramural research projects – sanction and release of grants and their continuation on year to year basis and termination of various projects recommended by Project Review Committees for Adhoc projects TF meeting, Fellowship, Centre for Advanced Research connected RTI matter, Court cases pertaining to Projects.

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11.	Indian Journal of Medical Research(IJMR)	Sh. Manmohan Singh, SO	Smt. Anurag Wasan. AO -	Mailing of Periodical Journals. All Admn. Work of IJMR Subscription
12.	Informatics, Systems & Research Management		Shri Mahesh Chand AO	
13	Division of Personnel	Shri Praveen Gambhir, SO	Smt. Renu Mehndiratta, AO	Deals with Recruitment, Promotion, Assessment, Foreign Visit, concerned RTI matters, Court Cases relating to Scientists 'B' to Scientists 'G' of all ICMR Institutes/Centres.
14	Division of Administration - I	Sh. Mahesh Sabharwal, SO Sh. B.C. Dey, SO Sh. M.S. Rawat, SO	Shri Jagan Lal, Sr. AO	Appointment and all service matters to all the employees of ICMR Hqrs Office, New Delhi
15	Vigilance Cell	Sh. Krishnadityan C. SO	Shri Jagan Lal, Sr.AO	Vigilance matters.
16	Division of Administration II	Shri Amiruddin, SO Sh. Hemant Kumar, SO	Shri Bharat Bhushan Sr. Administrative Officer	Matters pertaining to Directors' meeting. Executive Committee/Governing Body/SAB, sanction of HBA & Misc. loans. Framing of Recruitment Rules for Group A,B,C & D administrative and technical cadre. Group Insurance Scheme, Financial assistance to non-ICMR organization for holding scientific Seminar/Symposium/Conference/Workshop etc. Govt. orders received from MOH&FW (GOI) to all Institutes/ Centres. ICMR fellowship programmes. Revision of consolidated salary of project staff. Arrange meetings of biomedical board/ICMR Technical and Equipment Committee/Condemnation Board Committee meeting. RTI matters.

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17	Office & Management	Sh. Vinod Bhatt PS (will look after the administrative work in the capacity of SO)	Sh. Jagan Lal, Sr.AO	Training programmes In ISTM/NIFM etc.
18	Scheduled Cast/Scheduled Tribes Cell	Sh. B.C. Dey, SO	Smt. Lalita Anand, Sr. AO	Scheduled Cast/Scheduled Tribes issues.
19	Division of Administration -III		Shri Jagan Lal, Administrative Officer	Telephone Matters
20	Administration – IV (Pay Bill)	Sh. Ashok Kumar, SO	Sh. Rahul J wadhvani (DDO)	Pay bills/TA/DA, LTC bills, Income Tax and Contingency bills.
21.	Store Section (Administration – V)	Sh. Rahul J Wadhvani, AO	Dr. R. Lakshminarayanan, ADG(A)	Procurement of equipments/disposal and issue, Maintain of Stores Registers and other related work. Maintenance of Property Register.
22.	Transport Section	Sh. Balugrin Sah, AO	Dr. R. Lakshminarayanan, ADG(A)	Maintenance of Vehicle, Annual Maintenance, Contract of ICMR vehicles
23.	Grievance/RTI	Smt. Shanti Devi, AO	Dr. Tripti Khanna, Scientist-E	Grievance redressal primarily cover the receipt and processing of complaints from citizens and consumers, a wider definition including action taken on any issue raised by them to avail services more effectively.
24.	ICMR Headquarters Guest House	Sh. Bharat Bhushan, Sr.AO	Sh. Jagdish Rajesh, ADG(A)	Matters relating to ICMR Guest House.

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25.	Finance & Accounts Division	Sh. Dipak Raj Paunikar, SO Sh. Bharat Bhushan Sehgal, SO Sh. R.P. Bhatt, SO Sh. Vijay Kumar, SO Sh. Om Prakash-II, SO Smt. Nanda Nimje, SO	Shri Vinod Sharma ADG(Finance) Sh. Pramod Kumar, Sr. ACO Shri Ram Kishan Nimje, ACO Smt. Neha Govind, ACO Sh. Kumar Gautam, ACO Sh. M.L. Meena, ACO Smt. Kanchan Dhingra, ACO Smt. Tekam Rani, ACO	Preparation of Budget/ RE/Annual Accounts/ Payment and issue of cheques/reconciliation, Annual Budgets releasing of grant to all the Institute / Centres & Headquarters Office and contingent advance annual audit of accounts.
26.	Maintenance Division	Shri Alok Aggarwal Maintenance Officer Shri Javed Akhtar Junior Engineer ( C ) Sh. Rahul J. Wadhwani, AO	Dr. R. Lakshminarayanan, ADG(A)	AMCs of all machineries including computers/ACs and other Misc. work as per EE's directions. For Maintenance Matters. For Capital Works
27.	Division of Receipt & Issues			Receipt and issue
28.	Hindi Section		Sh. K.R. Meena, AD(OL)	To implement the official Language Policy of the Govt. of India.
29.	Canteen Matter		Dr. R. Lakshminarayanan, ADG(A)	All Canteen Matters.
30.	Legal Cell	Sh. J.K. Mahendru, SO Sh. Manoj Tiwari, SO	Dr. R. Lakshminarayanan, ADG(A)	To deal with the Court Cases
31.	Medical Reimbursement Cell	Smt. Kusum Luthra, SO Smt. Rajni Khurana, AO	Sh. Jagdish Rajesh, ADG(A)	Medical Reimbursement cases