

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

**PABX -Telephone Nos. 26588980, 26588707, 26589336,
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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

S. No.	Subject	Name of the Officer (CPIO)	Appellate Authority	DEALS WITH THE SUBJECT
1.	Division of Non Communicable Diseases (NCD)	Smt. Sunita Pahuja Section Officer Smt. Madhu Narula Section Officer Smt. Madhu Gambhir Section Officer Smt. Harpreet Kaur Section Officer	Smt. Agnes Xalxo ADG(A) Smt. Sushila Kargaonkar, Senior Administrative Officer	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)	Shri Avtar Singh Section Officer (ECD-I) Smt. Madhu Kohli Section Officer Smt. Anita Nanda Section Officer Smt. Urmil Katiyal Section Officer	Shri Joginder Pal ADG(A) Smt. Arti Chawla Administrative Officer Shri I.K. Likhar Administrative Officer (ECD-I) Shri Balugrin Sah Administrative Officer	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.

		Shri Ramesh Kumar Section Officer		
3.	Division of Basic Medical Sciences (BMS)	Smt. Madhu Sharma Section Officer Smt. Rajni Khurana Section Officer	Smt. Agnes Xalxo ADG(A) Shri T. Ramani Senior Administrative Officer Shri I.K. Likhari Administrative Officer 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)	Shri Yogesh Varshney Section Officer	Shri Joginder Pal ADG(A) Shri T. Ramani Senior Administrative Officer Smt. Arti Chawla Administrative Officer (Additional Work)	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 ,work related with Photographer, bills of Printing Press, Newspapers etc. Over all administrative work of 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).

5.	Division of International Health Division (IHD)		Shri Joginder Pal ADG(A) Smt. Amarjeet Kaur Senior Administrative Officer Shri Jagan Lal Administrative Officer	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.
6.	Division of Reproductive Biology and Maternal Health (RBMH)	Shri Rajender Kumar Section Officer	Shri Joginder Pal ADG(A) Smt. Harjeet Kaur Administrative Officer (will also look after the work of STS in addition to her normal duties)	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 Child Health	Smt. Paramjeet Kaur Section Officer	Shri Joginder Pal ADG(A) Shri Subhash Chand Administrative Officer	
8.	Division of Nutrition	Smt. Anita Sharma Section Officer	Smt. Agnes Xalxo ADG(A) Shri Satish Kumar Administrative Officer	
9.	Division of Medicinal Plant Unit	Shri Ram Niwas Administrative Officer	Smt. Agnes Xalxo ADG(A)	Administrative matter pertaining to research projects regarding sanction and release of grants

10.	Division of Human Resource Development (HRD)	Shri. Sunita Lamba Section Officer	Shri Joginder Pal ADG(A)	JRF – MPD, MD/MS Thesis financial assistance, Short Term visiting fellowships and Financial Assistance to ICMR Scientists Training Programme.
11.	Division of Socio-Behavioural and Health Systems Research (SBHSR)		Smt. Agnes Xalxo ADG(A)	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.
12	Indian Journal of Medical Research (IJMR)		Shri Pradip Narain Sr. AO	Mailing of Periodical Journals. All Admn. work of IJMR Subscription
13	Division of Personnel		Shri Joginder Pal ADG(A) Shri V.K. Mehta Senior Administrative Officer (will also look after the work of Grievances/ RTI in addition to his normal duties)	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	Shri Sivasankara Pillai R., Section Officer Shri Jiwa Nand Gaur Section Officer	Smt. Agnes Xalxo ADG(A) Shri. B.P. Singh Senior Administrative Officer	Appointment and all service matters to all the employees of ICMR Hqrs Office, New Delhi
15	Vigilance Cell	Smt. Lalita Anand Administrative Officer	Shri Joginder Pal ADG(A)	Vigilance matters.

			Shri B.P. Singh Senior Administrative Officer	
16	Division of Administration II	Shri Naresh Chand Section Officer Shri Amiruddin Section Officer	Smt. Agnes Xalxo ADG(A) Shri Bharat Bhushan Administrative Officer (will also look after the work of Drawing & Disbursing officer (DDO) /Admn IV ICMR in addition to his present duties of AO (AdmnII) in the Hqrs officer of ICMR in the absence of Shri Sardar Singh)	Meeting of Governing Council, Executive Council, Scientific Advisory Board, Bio-Medical Research Board, sanction of HBA & Misc. loans, Group Insurance Scheme, Govt. orders received from MOH&FW (GOI) to all Institutes/ Centres. ICMR fellowship programmes. Revision of consolidated salary of project staff. Recruitment Rules for Group A,B,C & D administrative and technical cadre, Health Research Scientific Cadre Rules. Memorandum of Association, Rules, Regulations and Byelaws of ICMR. Powers of Directors, Recognition of Associations at ICMR Instts./Centres/Hqrs. Administrative support for holding meetings of Directors meeting, Procure of Scientific Equipment at ICMR Institutes/Centres, Condemnation Board. Categorization of ICMR Libraries, RTI matters etc.
17	Office & Management	Shri Naresh Chand Section Officer	Smt. Lalita Anand Administrative Officer	Training programmes In ISTM/NIFM etc.

18	Scheduled Cast/Scheduled Tribes/OBC Cell	Smt. Lalita Anand Administrative Officer Shri. Sardar Singh, Administrative Officer	Shri Joginder Pal ADG(A) & Liasion Officer for OBC's Smt. Agnes Xalxo ADG(A) & Liasion Officer for SC/ST & PWD	Scheduled Cast/Scheduled Tribes issues.
19	Division of Administration -III	Shri Gopal Meharchandani Section Officer (additional charge)	Smt. Agnes Xalxo ADG(A) Shri Administrative Officer	Telephone Matters
20	Administration – IV (Pay Bill)	Shri Gopal Meharchandani Section Officer Shri Mahesh Chand Section Officer Smt. Rajan Kapoor Section Officer Smt. Surinder Rana Section Officer Shri K.S. Bawa, Section Officer	Smt. Agnes Xalxo ADG(A) Shri Sardar Singh Administrative Officer (DDO)	Pay bills/TA/DA, LTC bills, Income Tax and Contingency bills.
21.	Store Section (Administration - V)	Shri Jaibir Singh Administrative Officer	Smt. Agnes Xalxo ADG(A)	Procurement of equipments/disposal and issue, Maintain of Stores Registers and other related work. Maintenance of Property Register.

Note: *Smt. Agnes Xalxo ADG(A) will act as Head of Office & incase of leave availed by any ADG(A) the files may be submitted to other ADG(A).*