

**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. Sushila Kargaonkar, Administrative Officer (NCD I & III)  Shri P.K. Chawala Section Officer (NCD II)  Shri Shyam Sunder Behl Section Officer  Smt. Manjeet Kaur Section Officer  Smt. Sukhraj Kaur Kapoor Section Officer	Smt. A.Xalxo, 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. Vijay Kalra Administrative Officer  Shri Satinder Pal Singh	Smt. Shobha Rani, Senior Administrative Officer (ECD-I&II)	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,

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		Administrative Officer Smt. Kamlesh Sharma Section Officer  Smt. Anita Madan Section Officer  Smt. Shashi Arora Section Officer  Miss Asha Rani Section Officer  Shri Avtar Singh Section Officer		Centre for Advanced Research. RTI matter and Court cases pertaining to concerned Institutes & Projects.
3.	Division of Basic Medical Sciences (BMS)	Shri G.S. Sandhu Section Officer  Shri Ananius Kujur Section Officer  Shri I.K. Likhari Section Officer	Smt. Sushma Oberoi Administrative Officer  Smt. Kalawati Kotnala 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. M.C. Aggarwal Section Officer  Smt. Rajni Dabral Section Officer	Shri T. Ramani Administrative Officer	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

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		Shri Sarvjeet Singh		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)	Shri R.P. Gautam Section Officer	Smt. Amarjeet Kaur 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 Health & Nutrition (RHN)	Shri Subhash Chand Section Officer  Shri Brij Mohan Section Officer  Shri Ram Rattan Section Officer	Shri Harvinder Kumar Administrative Officer	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 Medicinal Plant Unit (MPU)	Shri Ram Niwas Administrative Officer	Sh. Joginder Pal Assistant Director General-Admn.(II)	Administrative matter pertaining to research projects regarding sanction and release of grants and their continuation on year to year basis and termination of various projects which are recommended by PRC for Ad-hoc projects.

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8.	Division of Manpower Division (MPD)	Shri. Ram Kishan Nimje Section Officer	Shri. Jagan Lal Administrative Officer	JRF – MPD, MD/MS Thesis financial assistance, Short Term visiting fellowships and Financial Assistance to ICMR Scientists Training Programme.
9.	Division of Social Behavioural Research (SBR)	Shri Sunder Shyam Behl Section Officer	Shri Harvinder Kumar Administrative Officer	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.
10.	Division of Personnel	Shri L.R. Dogra Section Officer  Shri Haresh Prasad Section Officer  Smt. Sushma Arora Section Officer	Shri V.K. Mehta Senior Administrative Officer	Deals with Recruitment, Promotion, Assessment, Foreign Visit, concerned RTI matters, Court Cases relating to Scientists 'B' to Scientists 'G' of all ICMR Institutes/Centres.
11.	Division of Administration - I	Smt. Indu Bala Lakhanpal Section Officer  Shri P.S. Unnithan Section Officer	Shri. C.S. Gupta Administrative Officer	Appointment and all service matters to all the employees of ICMR Hqrs Office, New Delhi
12.	Vigilance & Legal Cell	Smt. Lalita Anand Administrative Officer	Shri H.L. Arora Sr. Administrative Officer	Vigilance matters and Legal matters.

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13.	Division of Administration II	Sh. R.K. Tandon Section Officer  Sh. Sardar Singh Section Officer	Shri B.P. Singh Senior 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.
14.	Office & Management	Smt. Tavinder Kaur Section Officer	Smt. Sushma Narula Administrative Officer	Training programmes In ISTM/NIFM etc.
15.	Grievances Cell	Smt. Lalita Anand Administrative Officer	Shri B.P. Singh Senior Administrative Officer	Grievance of Staff.
16.	Scheduled Cast/Scheduled Tribes Cell	Shri. Sardar Singh, Section Officer	Smt. Lalita Anand Administrative Officer	Scheduled Cast/Scheduled Tribes issues.
17.	Division of Administration - III	Smt. Tavinder Kaur Section Officer	Smt. Sushma Narula Administrative Officer	Telephone Matters.
18.	Administration - IV (Pay Bill)	Shri. B.D. Gaur Section Officer  Shri Mahesh Chand Section Officer	Shri Bharat Bhushion Administrative Officer (DDO)	Pay bills/TA/DA, LTC bills, Income Tax and Contingency bills.

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19.	Store Section (Administration - V)	Smt. Pushp Lata Wadhwa Section Officer	Smt. Prabha Duggal Administrative Officer	Procurement of equipments/disposal and issue, Maintain of Stores Registers and other related work. Maintenance of Property Register.
20.	ICMR Headquarters Guest House	Smt. Agnes Xalxo Senior Administrative Officer	Shri Joginder Pal Assistant Director General-Admn.(II)	Matters relating to ICMR Guest House.
21.	Finance & Accounts Division	Shri B.S. Thakran Section Officer  Shri D.C. Bhatt Section Officer  Shri Mahavir Singh Section Officer  Smt. Sarita Mittal Section Officer  Shri Raje Singh Section Officer  Smt. Veena Chadha Section Officer  Shri. Barmeshwar Ram Section Officer  Shri Daya Nand Section Officer  Shri V.K. Tanwar Section Officer  Shri Rajpal Sharma	Smt. Urmil Renu Sharma Accounts Officer  Shri Ratti Ram Accounts Officer  Shri R.K. Kalidhar Accounts Officer  Shri S.S. Gupta Accounts Officer  Smt. Shakunt Sardana Administrative Officer  Shri Rohitash Kumar Administrative Officer	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.

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		<p>Section Officer</p> <p>Shri P.K. Manchanda Section Officer</p> <p>Shri A.K. Mittal Section Officer</p> <p>Shri S.K. Bedi Section Officer</p> <p>Shri K.K. Kashyap Section Officer</p>		
22.	Maintenance Division	<p>Shri Pradip Narain Administrative Officer</p> <p>Shri Jagmohan Khera Section Officer</p> <p>Shri Alok Aggarwal Maintenance Officer</p> <p>Shri Javed Akhtar Junior Engineer ( C )</p>	<p>Shri Ramesh Chander Assiatant Director General (Admn.) – II</p> <p>Shri A.K. Shrivastava Executive Engineeer</p>	<p>AMCs of all machineries including computers/ACs and other Misc. work as per EE's directions.</p> <p>For Maintenance Matters.</p> <p>For Capital Works</p>
23.	Division of Receipt & Issues	<p>Smt. Shashi Kalia Section Officer</p>	<p>Smt. Brij Bala Senior Administrative Officer</p>	<p>Receipt and issue</p>
24.	Hindi Section	<p>Shri D.C. Tripathi Senior Hindi Officer</p>	<p>Shri.Ramesh Chander Assistant Director General-Admn.(I)</p>	<p>To implement the official Language Policy of the Govt. of India.</p>

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25.	Hindi Library	Shri T. Ramani Administrative Officer	Shri.Ramesh Chander Assistant Director General-Admn.(I)	Looking Hindi library after the work of the ICMR Hqrs. Office.
26.	Canteen Matter	Shri Sardar Singh Section Officer	Sh. Jagan Lal Administrative Officer	All Canteen Matters.
27.	Division of Transport Section	Shri P.K. Gupta Section Officer	Shri T. Ramani Administrative Officer	Maintenance of vehicle, Annual Maintenance, Contract of ICMR vehicles