

**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**

<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. 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 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)	Smt. Suresh Arora Section Officer	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	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 Panna Lal Senior Administrative Officer  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	Division of Personnel		Shri Joginder Pal ADG(A)  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.
13	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
14	Vigilance Cell	Smt. Lalita Anand Administrative Officer	Shri Joginder Pal ADG(A)  Shri B.P. Singh Senior Administrative Officer	Vigilance matters.
15	Division of Administration II	Shri Naresh Chand Section Officer	Smt. Agnes Xalxo ADG(A)	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

		Shri Amiruddin Section Officer	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)	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.
16	Office & Management	Shri Naresh Chand Section Officer	Smt. Lalita Anand Administrative Officer	Training programmes In ISTM/NIFM etc.

17	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.
18	Division of Administration -III	Shri Gopal Meharchandani Section Officer (additional charge)	Smt. Agnes Xalxo ADG(A)  Shri Administrative Officer	Telephone Matters
19	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.
20.	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.

21.	ICMR Headquarters Guest House	Shri Kishan Lal	Smt. Agnes Xalxo ADG(A)	Matters relating to ICMR Guest House.
22.	Finance & Accounts Division	Shri Rohitash Kumar, AO Shri Rajpal Sharma, SO Shri R.K. Verma, SO Ms. Suman Jaiswal, SO Smr. Shanti Devi, SO Shri M.L. Meena, SO Shri S.K. Bedi, SO Smt. Tripta Dutta, SO Smt. Tekam Rani Kohli, SO Shri Sher Singh, SO Smt. Kanchan Dhingra, SO Shri. Deepak Paunikar, SO Smt. Asha Kataria, SO Smt. Usha Dureja, SO	Shri Vinod Sharma, Sr. Audit Officer Shri D.C. Bhatt, ACO Shri R.K. Tandon, ACO Shri Ram Kishan Nimje, ACO Shri V.K. Tanwar, 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.
23.	Maintenance Division	Shri Ram Rattan Section Officer  Smt. Manmati Ranga Section Officer  Shri Alok Aggarwal Maintenance Sr. TO - 2  Shri Javed Akhtar Sr. TO - 2	Shri Pradip Narain Administrative Officer	AMCs of all machineries including computers/ACs and other Misc. work as per EE's directions. For Maintenance Matters. For Capital Works



24.	Division of Receipt & Issues	Shri. Jagmohan Khera Section Officer	Shri Joginder Pal ADG(A)	Receipt and issue
25.	Hindi Section		Shri Joginder Pal ADG(A)  Shri D.C. Tripathi Senior Hindi Officer	To implement the official Language Policy of the Govt. of India.
26.	Canteen Matter	Shri Rohtash Kumar Administrative Officer		All Canteen Matters.
27.	Division of Transport Section	Shri Jagan Lal Administrative Officer	Smt. Agnes Xalxo ADG(A)	Maintenance of Vehicle, Annual Maintenance, Contract of ICMR vehicles
28.	Legal Cell	Smt. Rajni Dabral Section Officer	Shri Joginder Pal ADG(A)  Shri Balugrin Sah Administrative Officer	To deal with the Court Cases
29.	Medical Reimbursement Cell	Shri P.S. Unithan Section Officer	Smt. Agnes Xalxo ADG(A)	Medical Reimbursement cases
30.	Informatics, Systems and Research Management	Shri Onkar Chand Section Officer	Shri Joginder Pal ADG(A)	
31.	Research Management, Policy, Planning and Coordination		Shri Joginder Pal ADG(A)	

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).*