

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

**PABX -Telephone Nos. 26588980, 26588707, 26589336,
26589745, 26589873, 26589414**

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) | Miss Asha Rani Section Officer Shri Avtar Singh Section Officer (ECD-I) Smt. Madhu Kohli Section Officer Smt. Anita Nanda 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. |

| | | | | |
|----|--|--|--|--|
| | | <p>Smt. Urmil Katiyal Section Officer</p> <p>Shri Ramesh Kumar Section Officer</p> | | |
| 3. | Division of Basic Medical Sciences (BMS) | <p>Smt. Madhu Sharma Section Officer</p> <p>Smt. Rajni Khurana Section Officer</p> | <p>Smt. Agnes Xalxo ADG(A)</p> <p>Shri T. Ramani Senior Administrative Officer</p> <p>Shri I.K. Likhar Administrative Officer</p> <p>Shri G.S. Sandhu Administrative Officer</p> | 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 contigent 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 | Smt. Promila Bhatia Senior Hindi Translator | 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).*