

INDIAN COUNCIL OF MEDICAL RESEARCH

1. The Indian Council of Medical Research (ICMR) is an Autonomous Body registered under the Society Act XXI of 1860, fully funded by the Govt. of India, Ministry of Health and Family Welfare. Besides its Headquarters at New Delhi, the Council has 27 permanent Institutes/Centres located in different parts of the country. The Council is responsible for the formulation of the National Health Policy in the field of Biomedical Research.

1.1 The following are the broad objects of the Council: -

- a) The prosecution and assistance of research, the propagation of knowledge and experimental measures in connection with the causation, patho-physiology mode of spread, prevention and treatment, diagnosis of diseases, communicable as well as non-communicable,
- b) To initiate, aid, develop and coordinate medical scientific research in India and to promote and assist institutions for the study of diseases, their prevention, causation and remedy.
- c) To finance enquiries and researches.
- d) To prepare, print and publish any papers or periodicals in furtherance of the objects of the Council and to contribute to any such periodical.
- e) To construct, maintain and alter any buildings or works necessary or convenient for the purposes of the Council.

2. A Director-General heads the Council. He is assisted at the Headquarters by an Additional Director General, five Sr. Deputy Director General, and the Financial Adviser. The Sr. DDG's head the major Divisions, namely, Administration, Epidemiology and Communicable Diseases, Non Communicable Diseases, Basic Medical Sciences, Reproductive Health & Nutrition, Publication & Information. The Finance and Accounts Division works under the Financial Adviser.

2.1 The Sr. DDG's are assisted by scientific [DDG (Selection Grade)/ DDG/ Assistant. DDG/ Senior Research Officer/ Research Officers], other technical [Senior Technical Officer/Statistical Assistant/Technical Officer/Programmer/Press Manager/Publication Officer etc] and administrative [Sr. Administrative Officer / Administrative Officer/ Section Officer/Assistant/Private Secretary/ Upper Division Clerk/Lower Division Clerk/Record Sorter/Peon] staff.

2.2 The Sr. DDG (A) is assisted by administrative staff [Sr. Administrative Officer / Administrative Officer/ Section Officer/Assistant/Private Secretary/ Upper Division Clerk/Lower Division Clerk/Record Sorter/Peon].

2.3 The Financial Adviser is assisted by accounts staff [Sr. Accounts Officer/Accounts Officer] and administrative [Section Officer/Assistant].

2.4 A Director heads the 27 Institutes/Centres of the Council.

2.5 The powers available at the Headquarter to the DG and other officers and at the Institutes to the Director and Sr. AO are contained in Appendix I, II and III of the Rules and Regulations of the Council

3. The work assigned to the Addl.DG and the respective Divisions is mentioned below:

3.1.1 The **Additional Director General** looks after the Scientific, administrative and technical work of ICMR Institutes/Centres including Hqrs. Office as assigned by the DG.

3.1.2 The **Division of Epidemiology and Communicable Diseases** administers the following Permanent Institutes i) TRC, Chennai, TNG & TRC Unit of Epidemiology, Chennai, ii) NJIL O&D, Agra, iii) NICED, Kolkata, iv) NIV, Pune, v) MCC, Pune, vi) NARI, Pune, vii) EVRC, Mumbai, viii) VIRUS Unit, Kolkata, ix) NIMR Delhi, x) VCRC, Pondicherry, xi) RMRIMS, Patna, xii) NIMS, New Delhi, xiii) NIE, Chennai, xiv) CRME, Madurai, xv) RMRC, Port.Blair, xvi) RMRC, Bhubaneshwar, xvii) RMRC, Jabalpur. It initiates, co-ordinates and administers extramural projects for ICMR Institutes Medical Colleges, Research Institution non-governmental organizations through Task Force/Ad-hoc mechanisms. It also supports Centre for Advance Research, Fellowship programmes and Tribal sub-plan projects. It also co-ordinates research towards control of communicable diseases as an adjunct to the National Health Programme.

3.1.3 The **Division of Non Communicable Diseases** administers the following Permanent Institutes (i) NIOH, Ahmedabad, (ii) ICPO, Noida (iii) RMRC, Dibrugarh and (iv) DMRC, Jodhpur. Under extramural activities, the division deals with 22

different areas. The major areas are: Oncology, Cardiovascular Diseases, Mental Health, NCD Surveillance, Diabetes, Geriatrics, Neurology, Data Base, Disability and Rehabilitation, Asthma, Gastroenterology, Oral Health, Orthopedics, Pathology, Anaesthesia, Ophthalmology, Urology and Nephrology. ENT, Biomedical Engineering, Experimental Medicine and Surgery. The extramural research is being carried out through multi centric Task Force Projects, Ad-hoc Projects, Centre for Advance Research (CAR) and fellowship (SRF Research Associates).

3.1.4 The **Division of Reproductive Health & Nutrition** administers the following Permanent Institutes i) NIRRH, Mumbai, ii) GRC, Mumbai, iii) NIN, Hyderabad iv) NCLAS, Hyderabad, v) FDTRC, Hyderabad. Under Extramural activities it focuses on Family Planning, Maternal and Child Health. In addition Women's Health including Microbicides for prevention of HIV/AIDS.

3.1.5 The **Division of Basic Medical Sciences** administers the following Permanent Institutes i) IIH, Mumbai, ii) IOP, New Delhi, iii) RMRC, Belgaum. Under extramural activities it supports and co-ordinates research in basic subjects viz. Allergy, Anatomy, Biochemistry, Cellular & Molecular Biology, Genomics, Hematology, Human Genetics, Immunology, Medicinal Plants, Organ Transplantation, Pharmacology, Physiology, Toxicology and Traditional Medicine. In addition the Division coordinates all activities related to Bioethics and Short Term Studentship for under graduate medical students. Under activities related to drug regulation it organizes meeting of the Toxicology Review Panel and review of IND proposals for assisting Drugs Controller General of India. It initiates, manages and co-ordinates Centres for Advances Research in Pharmacology, Traditional Medicine, Genomics, Ageing and multi-centric National Task Force Projects on establishing Indian Normative Values for clinical laboratories parameters (INCLAPS), Inborn Metabolic Disorders (IMD), Immunology, Adverse Drug Reactions, Handigodu Syndrome etc. The Traditional Medicine Research Programme includes inter-agency programs like Golden Triangle Partnership Programme with the Department of AYUSH and Council for Scientific and Industrial Research; joint initiative program with Central Council for Research in Unani Medicine and National Innovative Foundation for non coded therapies. The international funds received by the Division from World Health Organization, Genome Canada, AGBIOS, Canada, National Institute of Health, USA, Fordham University, USA Connecticut University, USA are

utilized for activities in bioethics, clinical trials and teaching of students on ethics and research methodology.

3.1.6 The **Division of P&I** is engaged in the Publication, Information, Communication activities of the Council and activities relating to Intellectual Property Rights.

3.1.7 The **Social & Behavioural Research Unit** plans, implements, coordinates and monitors Multi Centre Task force Research projects, funds Ad-hoc Projects, provides Research Fellowship (RA and SRF) in the area of social and behavioural aspects of health.

3.1.8 The **Division of Medicinal Plants Unit** deals with programmes in the area of medicinal plants, including preparation of databases and monographs and R&D programmes including development of quality standards of Indian medicinal plants.

3.1.9 The **Division of Manpower Development** deals with the Junior Research Fellow Programme. It conducts a test of Junior Research Fellow at different centres of the country and selects 150 candidates every year. It provides financial assistance to MD/MS/DM/MCH Thesis program (50 candidates are selected each year); MD/Ph.D Programme (25 candidates per year); Short Term Visiting Fellowship Programme (150 candidates per year).

3.1.10 The **Division of International Health** co-ordinates international collaboration in biomedical research between India and other countries such as France, Germany, Bulgaria, USA, Cuba, Canada, South Africa, Brazil, China, Iran Myanmar, Mozambique etc., and National & International agencies such as WHO, Ministry of Science & Technology etc. It also facilitates scientific collaborations/workshops and MOUs between India & other countries. It also coordinates the activity of ICMR awards/prizes. It also coordinates the ICMR International Fellowship Programme for Senior & Junior Indian biomedical scientists, and the fellowship for scientists belonging to developing countries to India for training for the latest advancement in scientific research.

3.1.11 The **Division of Administration** deals with all types of administrative, policy and service matters of the ICMR Hqrs. employees at the ICMR Hqrs. Office.

3.1.11.1. The **Personnel Section of the ICMR Hqrs. Office** deals with all types of administrative, policy and service matters of the scientific staff working in Council's 27 permanent Institutes/Centres located in the different parts of the country.

3.1.11.2. The **Administration-II section** co-ordinates with the ICMR permanent Institutes/Centres with regard to policies matters besides handling meetings such as Governing Body, Scientific Advisory Board, Executive Committee, Biomedical Research Board, ICMR Awards distribution function etc.

3.1.11.3. The **Administration-III section** deals with telephones bills.

3.1.11.4. The **Administration-IV section** deals with the work with regard Preparation of Monthly Pay Bills etc.

3.1.11.5. The **Store Section** of the ICMR Hqrs. Office deals with the work to purchase and issue of the different type of items.

3.1.11.6. The **Maintenance Unit** looks after the maintenance of building and equipments etc.

3.1.11.7. **Hindi Section of the ICMR** handles all work regarding the official Language.

3.1.11.8. **Vigilance Section** deals with complaints regarding corruption, misuse of official power, malpractice etc. against the officials of the Council.

3.1.11.9. The **Finance & Accounts Section** of the ICMR Hqrs. handles all budget related work of the Council.

3.1.11.10. The six sections of Accounts in the ICMR Hqrs Office deal with the work ranging from audit/admission of bills to grant advances to individuals etc., provident fund, GSLIS, Travel funds, preparation of annual accounts, release of grants, pension and related issues, internal audit, Comptroller and Auditor General paras etc.

3.2 Each Division is tasked with the responsibility of managing the intramural activities of that Division through the respective Institutes/Centres. The extramural activities are handled by the respective Division at the Headquarters.

3.3 The decision making process involves processing of administrative and scientific issues by the subordinate officials on file for a decision by the Addl. DG, Sr. DDG's respectively.

3.4 Proposals requiring the approval of the DG are submitted through the Addl. DG and Sr. DDG's.

3.5 All proposals having a financial implication are examined in consultation with the Financial Adviser before their submission to the DG.

- 4.** The Council discharges its functions in accordance with the provisions contained in its Rules and Regulations, Bylaws and the extant administrative and financial norms prescribed by the Government of India for its employees.
- 5.** The Council holds under its control the Rules & Regulations of the Council, and its Bylaws.
- 6.** The Council holds under its control files dealing with the processing of extramural research proposals, the files relating to the intramural work assigned to the different Divisions at the Headquarters including references received from the Permanent Institutes. All files relating to the employees working in the Hqs. The files relating to the budget of the Council, GPF/CPF of the employees and investment under these Funds.
- 7.** While there is no provision requiring the association of members of the public on its various committees etc., the Council actively avails of the services of eminent

scientists working as well as retired on its Boards/Committees/Bodies viz Scientific Advisory Group/Scientific Advisory Committee, Scientific Advisory Board.

8. The following Bodies/Committees/Boards are in existence under the Council:
 - a) Governing Body (GB)
 - b) Executive Committee (EC)
 - c) Scientific Advisory Board (SAB)
 - d) Scientific Advisory Group (SAG)
 - e) Scientific Advisory Committee (SAC)
 - f) Project Review Committee (PRC)

8.1 The deliberations of these committees are not open to the general public.

9. Directory of the officers and employees of the Council (Attached link).
10. The monthly remuneration received by the officers and employees of the Council (Attached link).
11. The budget of the Council for the year 2007-2008 (Attached link).
12. The Council does not deal with any programme involving release of subsidy.
13. The Council does not grant any concessions/permits/authorizations.
14. The information with regard to ICMR is available in electronic form on ICMR website: *www.icmr.nic.in*.
15. The Council furnishes information on request to any citizen visiting its office. It also places many scientific documents/reports on this website as a regular feature.