



ICMR
INDIAN COUNCIL OF
MEDICAL RESEARCH
NEW DELHI

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 16/15/2020-Admn.II

Dated: 19.03.2020


CIRCULAR

As per the standing instruction of DOPT, the number of levels through which a file passes for a decision shall not exceed 4 levels under any circumstances. However, it is observed in ICMR that official files are being routed through as many as 9 levels before the file is submitted for taking decision by the Head of the Div. /Sr. FA/Sr. DDG/Addl. DG and ultimately DG, ICMR. In view of same, it is decided that the following instructions should be followed henceforth:

- (a) Each LDC/UDC/Asstt. will work independently and submit the file to the respective Section Officer separately, SO will submit to AO/Sr. AO of the Section/Div. at ICMR Hqrs. and its different Institutes/Centres. That means the LDC/UDC/Asstt. will initiate the files separately and submit to the Section Officer/Jr. AO/Jr. ACO. The practice of LDC submitting the files to section Officer through UDC and Assistant shall stop forthwith.
- (b) Similarly, Section Officer/Jr. AO/Jr. ACO will submit the files to either AO/ACO or Sr. AO/Sr. ACO depending on their available officer in the Section/Division/Institutes/Centres. The practice of Section Officer/Jr. AO/Jr. ACO submitting the files through both AO/ACO and Sr. AO/Sr. ACO shall be stopped forthwith. The AO/ACO and Sr. AO/Sr. ACO will be working vertically and independently and receiving the files from SOs/Jr. AO/Jr. ACO separately and the practice of AO/ACO submitting the files to Sr. AO shall be stopped forthwith. They will submit the files to respective ADG/DDG/Head of Div./Director.
- (c) After approval by the Competent Authority wherever financial sanction letter has to be signed by AO/Sr. AO, the file should be routed through SO/ AO.
- (d) AO/ACO and Sr. AO/Sr. ACO will work vertically and independently for which the concerned ADG/DDG/Head of the Division/Director will give specific responsibilities to the AO/Sr. AO independent of each other.
- (e) On an average, an LDC/UDC/Assistant shall have to handle at least 20 files per day, depending upon the proceedings of the case.
- (f) A specific daily work diary shall be maintained by every LDC/UDC/Asstt. to monitor their performance by their respective Reporting Officer and Reviewing Officer.
- (g) Wherever the ADG/DDG/Head of Div./Director of the Institute considers any case/subject of being important/ confidential in nature, specific orders may be issued so that the file is initiated by the Section Officer/Jr. AO/Jr. ACO/AO/ACO himself, similar to the Desk Officer system prevailing in certain Ministries of Govt. of India.
- (h) Wherever important files/confidential files are being handled such as enquiries, investigations and vigilance matter etc. the files shall either be sent in a sealed cover or taken personally to the next higher authority to ensure proper confidentiality.

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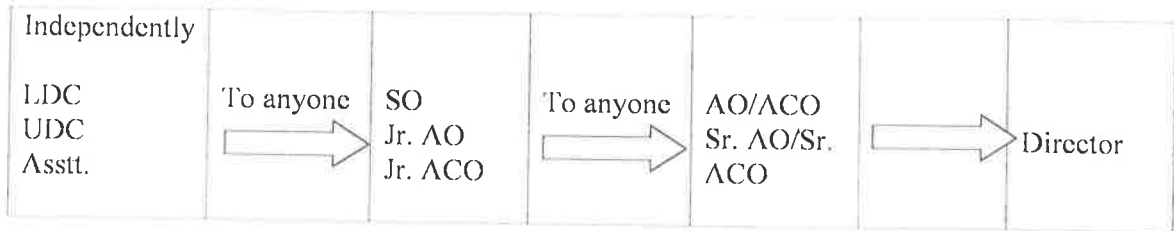
- 2 -

(i) Wherever expenditure sanction and financial concurrence has to be taken, the file will be sent to Sr. ACO/ ACO/Jr. ACO, as the case may be at ICMR Hqrs/ Institutes and in Finance and Accounts Wing, the file shall also be decided at two levels only. Within the Finance Wing, the practice of LDC/UDC/ Assistant submitting the files through each other to reach the Section Officer if prevalent shall also be dispensed with.

(j) Accordingly, few examples are given below for illustrative purpose only:

A: Institutes:

- (1) LDC will initiate the file and submit to Section Officer/Jr. AO/Jr.ACO/AO/ACO, then the file goes to Sr. AO/Sr. ACO, from Sr. AO/Sr. ACO the file will go to the Director.
- (2) UDC will initiate the file and submit to Section Officer/Jr.AO/Jr. ACO, then the file will go to the Sr. AO/Sr. ACO and then to Director.
- (3) Asstt. will initiate the file and submit to Section Officer/AO/Sr. AO and then to Directors.
- (4) Section Officer will submit the file to AO/Sr. AO and then it will go to the Director.



B: ICMR HQRS.

LDC/UDC/Assistant (any one) will put up the file to Section Officer and Section Officer will forward the file either to AO or Sr. AO. All files related to administrative matters of the Division and different institutes under the Division shall be routed through the concerned ADG (Admn.)/ DDG (Admn.) to the Divisional Head, without fail, as per the allocation of Divisions/ institutes entrusted vide order No. 16/22/2020-Admn. II dated 19-02-2020, to ensure proper examination of the issues and to ensure proper observance of the rules. Then, the Divisional Head may route the file to Sr. DDG (A)/ Sr. FA/Addl. DG, as the case may be. In case of approval of DG, ICMR is required in any file, Divisional Head/ Sr. DDG(A)/Addl. DG will mark the file to DG, ICMR. Cases requiring financial concurrence, the same should be routed through Sr. FA before approval of DG. Similarly, in Finance and Accounts Wing, LDC/UDC/Assistant (any one) will put up the file to Section Officer,

Rajul
23/3/2020



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- 3 -

Section Officer will forward the file either to Jr. ACO/ACO or Sr. ACO to ADG (Finance); then ADG (finance) will put up the file to Sr. FA to DG.

Indepently	To anyone	SO Jr. AO Jr. ACO	To anyone	AO/ Sr. AO ACO / Sr. ACO	To anyone	ADG/ DDG	Head of the Division	Sr. DDG Sr. FA Addl.DG	DG
LDC UDC Asstt.	⇒		⇒		⇒	⇒	⇒	⇒	


29/3/2010

(Jagdish Rajesh)
Asstt. Director General (Admn.)

Distribution:

Directors/Director-in-Charge of ICMR Instts./Centres.

Copy to: -

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. Deputy Director General (Admn.) /ADG-I/II
4. Dr. L.K.Sharma, Scientist-E -- soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.org.in) for website upload.