

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. Kanta Chhabra PS (will look after the administrative work in capacity of Section Officer in addition to her normal duties) Shri Sanjeev Kumar PS(will look after the administrative work in capacity of Section Officer in addition to her normal	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.

		duties)		
2.	Division of Epidemiology & Communicable Diseases (ECD)	<p>Smt. Madhu Kohli Section Officer</p> <p>Smt. Anita Nanda Section Officer</p> <p>Smt. Urmil Katiyal Section Officer</p> <p>Shri Ramesh Kumar Section Officer</p>	<p>Shri Joginder Pal DDG</p> <p>Smt. Arti Chawla Administrative Officer</p> <p>Shri I.K. Likhar Administrative Officer (ECD-I)</p> <p>Shri Balugrin Sah Administrative Officer Shri Avtar Singh Administrative Officer (ECD-I)</p>	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.
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 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 Smt. Sunita Kamboj Section Officer	Shri Joginder Pal DDG Shri Ram Niwas 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 ,work related with Photographer, bills of Printing Press, Newspapers etc. Over all administrative work of 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).
5.	Division of International Health Division (IHD)		Shri Joginder Pal DDG Smt. Padmavati Chawla 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 DDG Smt. Harjeet Kaur Administrative Officer (will also look after the work of STS in addition to her normal duties Will also look after the work of Nutrition Division in addition to her present	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.

			duties)	
7.	Division of Child Health	Smt. Paramjeet Kaur Section Officer	Shri Joginder Pal DDG Shri Subhash Chand Administrative Officer	
8.	Division of Nutrition	Smt. Anita Sharma Section Officer Smt. Swaran Kaur PS (will look after the administrative work in the capacity of Section officer in addition to her normal duties)	Smt. Agnes Xalxo ADG(A) Smt. Harjeet Kaur 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 DDG Shri Jagan Lal Administrative Officer	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	Indian Journal of Medical Research (IJMR)		Shri Pradip Narain Sr. AO	Mailing of Periodical Journals. All Admn. work of IJMR Subscription
13	Informatics, Systems & Research Management		Shri Mahesh Chand Administrative Officer	
14	Division of Personnel	Smt. Pushpa Baruta, SO Shri Satish Kumar, SO Shri P.K. Gambhir, SO	Shri Joginder Pal DDG	Deals with Recruitment, Promotion, Assessment, Foreign Visit, concerned RTI matters, Court Cases relating to Scientists 'B' to Scientists 'G' of all ICMR Institutes/Centres.
15	Division of Administration - I	Shri Sivasankara Pillai R., Section Officer Shri Jiwa Nand Gaur Section Officer Shri Mahesh Sabharwal	Shri Rajiv R. Singh ADG(A) Smt. Agnes Xalxo ADG(A) Shri. B.P. Singh Senior Administrative	Appointment and all service matters to all the employees of ICMR Hqrs Office, New Delhi

		Section Officer	Officer	
16	Vigilance Cell		Shri Joginder Pal DDG Smt. Lalita Anand Senior Administrative Officer	Vigilance matters.
17	Division of Administration II	Shri Naresh Chand Section Officer Shri Amiruddin Section Officer	Smt. Agnes Xalxo ADG(A) 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)	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 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.
18	Office & Management	Shri Vinod Bhatt PS (will look after the administrative work in the capacity of section officer	Smt. Lalita Anand Administrative Officer	Training programmes In ISTM/NIFM etc.

19	Scheduled Cast/Scheduled Tribes/OBC Cell	Smt. Lalita Anand Senior Administrative Officer Shri. Sardar Singh, Administrative Officer	Shri Joginder Pal DDG & Liasion Officer for OBC's Smt. Agnes Xalxo ADG(A) & Liasion Officer for SC/ST & PWD	Scheduled Cast/Scheduled Tribes issues.
20	Division of Administration -III	Shri Gopal Meharchandani Section Officer (additional charge)	Smt. Agnes Xalxo ADG(A) Shri Administrative Officer	Telephone Matters
21	Administration – IV (Pay Bill)	Shri Gopal Meharchandani 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.
22.	Store Section (Administration - V)	Shri Jaibir Singh Administrative Officer Shri Rajvinder Singh PS (will look after the administrative work in the capacity of section officer)	Smt. Agnes Xalxo ADG(A)	Procurement of equipments/disposal and issue, Maintain of Stores Registers and other related work. Maintenance of Property Register.

23.	Transport Section	Shri Vinod Bhatt PS (will look after the administrative work in the capacity of section officer)		
24.	Grievance/ RTI	Shri Jagmohan Khera Administrative Officer (working in R&I will also look after the work of Grievance /RTI in addition to his normal duties)		
25.	ICMR Headquarters Guest House	Shri Kishan Lal	Smt. Agnes Xalxo ADG(A)	Matters relating to ICMR Guest House.
26.	Finance & Accounts Division	Shri Rohitash Kumar, AO Shri Rajpal Sharma, SO Shri R.K. Verma, SO Ms. Suman Jaiswal, SO Smt. 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 Paunekar, 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.
27.	Maintenance Division	Shri Ram Rattan Section Officer Smt. Manmati Ranga Section Officer Shri Alok Aggarwal	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

		Maintenance Sr. TO - 2 Shri Javed Akhtar Sr. TO - 2		
28.	Division of Receipt & Issues	Shri. Jagmohan Khera Section Officer	Shri Joginder Pal ADG(A)	Receipt and issue
29.	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.
30.	Canteen Matter	Shri Rohtash Kumar Administrative Officer		All Canteen Matters.
31.	Legal Cell	Shri Manoj Kumar Tiwari Section Officer	Shri Joginder Pal ADG(A) Shri Balugrin Sah Administrative Officer	To deal with the Court Cases
32.	Medical Reimbursement Cell	Shri P.S. Unithan Section Officer	Smt. Agnes Xalxo ADG(A)	Medical Reimbursement cases
33.	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).*