

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

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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. Sukhraj Kaur Kapoor Section Officer  Smt. Sunita Pahuja Section Officer  Smt. Madhu Narula Section Officer  Smt. Madhu Gambhir Section Officer  Shri R.K. Gogia Section Officer  Smt. Harpreet Kaur Section Officer	Smt. Sushila Kargaonkar, Senior Administrative Officer  Shri P.K. Chawla Administrative Officer  Smt. Manjeet Kaur 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	Smt. Arti Chawla Administrative Officer  Smt. Anita Madan 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
		Shri Avtar Singh Section Officer (ECD-I)  Shri Onkar Chand Section Officer (ECD-I)  Smt. Madhu Kohli Section Officer  Smt. Anita Nanda Section Officer  Smt. Urmil Katiyal Section Officer	Shri I.K. Likhar Administrative Officer (ECD-I)  Shri Balugrin Sah Administrative Officer	for Advanced Research. RTI matter and Court cases pertaining to concerned Institutes & Projects.

3.	Division of Basic Medical Sciences (BMS)	Smt. Madhu Sharma Section Officer  Smt. Rajni Khurana Section Officer	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 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	Smt. Amarjeet Kaur Senior 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 Lajpat Rai Section Officer	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 Subhash Chand Administrative Officer	
8.	Division of Nutrition	Smt. Anita Sharma Section Officer	Shri Panna Lal Senior Administrative Officer  Shri Satish Kumar Administrative Officer	
9.	Division of Medicinal Plant Unit	Shri Ram Niwas Administrative Officer	Sh. Joginder Pal Assistant Director General	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 Jaibir Singh Administrative Officer	JRF – MPD, MD/MS Thesis financial assistance, Short Term visiting fellowships and Financial Assistance to ICMR Scientists Training Programme.
11.	Division of Social Behavioural Research (SBR)			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	Smt. Sushma Arora Administrative Officer	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	Shri. B.P. Singh Senior Administrative Officer Shri Birpal Singh A.O will also look after the work of Smt. Agnes Xalxo, ADG(A) in her absence in addition to his present duties in the Hqrs	Appointment and all service matters to all the employees of ICMR Hqrs Office, New Delhi
14	Vigilance Cell	Smt. Lalita Anand Administrative Officer	Shri B.P. Singh Senior Administrative Officer	Vigilance matters.

15	Division of Administration II	<p>Shri Naresh Chand Section Officer</p> <p>Shri Amiruddin Section Officer</p>	<p>Shri Bharat Bhushan Administrative Officer</p> <p>(will also look after the work of Drawing &amp; 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)</p>	<p>Meeting of Governing Council, Executive Council, Scientific Advisory Board, Bio-Medical Research Board, sanction of HBA &amp; Misc. loans, Group Insurance Scheme, Govt. orders received from MOH&amp;FW (GOI) to all Institutes/ Centres. ICMR fellowship programmes. Revision of consolidated salary of project staff.</p> <p>Recruitment Rules for Group A,B,C &amp; 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.</p>
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 Shri Birpal Singh A.O will also look after the work of Smt. Agnes Xalxo, ADG(A) in her absence in addition to his present duties in the Hqrs	Scheduled Cast/Scheduled Tribes issues.
18	Division of Administration -III	Shri Gopal Meharchandani Section Officer (additional charge)	Shri Jagan Lal 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	Shri Sardar Singh Administrative Officer (DDO)	Pay bills/TA/DA, LTC bills, Income Tax and Contingency bills.
20.	Store Section (Administration - V)	Shri Jagan Lal Administrative Officer	Shri Jagan Lal Administrative Officer	Procurement of equipments/disposal and issue, Maintain of Stores Registers and other related work. Maintenance of Property Register.

21.	ICMR Headquarters Guest House	Shri Virender Manager	Smt. A.Xalxo, Asstt. Director-General (Admn.) Shri Birpal Singh A.O will also look after the work of Smt. Agnes Xalxo, ADG(A) in her absence in addition to his present duties in the Hqrs	Matters relating to ICMR Guest House.
22.	Finance & Accounts Division	Shri Rohitash Kumar, AO Shri Rajpal Sharma, SO Shri B.S. Thakran, 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 D.C. Bhatt, ACO Shri R.K. Tandon, ACO Shri Ram Kishan Nimje, 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 Officer  Shri Javed Akhtar Junior Engineer ( C )	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		Receipt and issue
25.	Hindi Section	Smt. Promila Bhatia Senior Hindi Translator	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	Dr. A.S. Kundu Scientist 'E'	All Canteen Matters.
27.	Division of Transport Section	Shri Jagan Lal Administrative Officer	Smt. A.Xalxo, Asstt. Director-General (Admn.) Shri Birpal Singh A.O will also look after the work of Smt. Agnes Xalxo, ADG(A) in her absence in addition to his present duties in the Hqrs	Maintenance of Vehicle, Annual Maintenance, Contract of ICMR vehicles

28.	Legal Cell	Smt. Rajni Dabral Section Officer	Shri Balugrin Sah Administrative Officer	To deal with the Court Cases
29	Medical Reimbursement Cell	Shri P.S. Unithan Section Officer	Smt. A.Xalxo, Asstt. Director-General (Admn.) Shri Birpal Singh A.O will also look after the work of Smt. Agnes Xalxo, ADG(A) in her absence in addition to his present duties in the Hqrs	Medical Reimbursement cases

Note: Shri Birpal Singh A.O will also look after the work of Smt. Agnes Xalxo, ADG(A) in her absence in addition to his present duties in the Hqrs