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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**  
स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )  
DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE )

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110 029  
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Dated: 1.2.2017

No.1/3/2016-Admn.II

Office Order

Subject:- Delegation of administrative powers to Additional Director General,  
ICMR & Heads of Division-

The powers vested in the Director General under rule 29 of the Bye-laws of Indian Council of Medical Research are hereby delegated to Additional Director General, ICMR and Heads of Division, ICMR Hqrs. to the extent mentioned in the attached annexure. Powers in respect of item of work not specified shall remain with Director General.

  
(Soumya Swaminathan)  
Director-General

To

1. Additional Director General, ICMR

Copy to:

1. PS to DG
2. PS to Addl. DG
3. PS to Sr. DDG(A)
4. PS to Sr. FA
5. ADG(A)/JP
6. All Sr. AOs/Sr.ACOs/AOs/ACOs/SOs at ICMR Hqrs.
7. Head BIC for uploading on ICMR website.
8. All Divisional Heads.

| Sl. No. | Item of work/ Expenditure                                    | Power held by DG | Extent of power delegated to Addl. DG               | Extent of power delegated to Head of Divisions                             |
|---------|--|------------------|---|--|
| 1.      | Sanction of New Ad-hoc Research Project                      | Full Power       | NIL   | NIL  |
| 2.      | Release of fund to Principal Investigator*                   | Full Power       | NIL   | Full power to Heads of Division with financial concurrence of Sr. FA       |
| 3.      | Approval of Minutes of Projects Review meetings              | Full Power       | Full Power  | NIL  |
| 4.      | Approval for fellowship granted to SRFs/RAs                  | Full Power       | Full Power  | NIL  |
| 5.      | Down gradation/up-gradation of approved project posts        | Full Power       | NIL   | Full powers to Heads of Division if it is within the sanctioned budgets    |
| 6.      | Approval of appointment in ad-hoc research projects          | Full Power       | NIL   | NIL  |
| 7.      | Extension of project upto one year with cost                 | Full Power       | NIL   | NIL  |
| 8.      | Extension of project upto one year without cost              | Full Power       | NIL   | Full power to Heads of the Division after the approved of Chairman PRC/PRG |
| 9.      | Extension of project upto 6 month without cost               | Full power       | NIL   | Full power to Divisional Head  |
| 10.     | Sanction regarding closure of files on completion of project | Full power       | Full power on the recommendation of Divisional Head | NIL  |

*\*File should be send to Finance section for project concurrence and 1<sup>st</sup> Installments only. For rest of the period, if all the codal formalities are complete, Heads may send only bills to finance for payments with the Certificates that all codal formalities have been completed.*

For serial no 3,4,5,6,8,9 and 10. Files need not be send to Finance section.

1. In respect of other items of activities the delegation of Administrative & Financial powers to Addl. DG over and above the power already delegated to HOO/Sr. DDG (A)/Head's at Hqrs, may be considered as follow:

| S. No. | Item of Expenditure  | Power held by DG  | Extent of power to be delegated to Addl. DG                                   |
|--------|--|---|---|
| 1.     | Sanctioning Tour program of an employee of ICMR Hqrs within India                            | Full power  | Full power except for Directors of Instt./Centre and Divisional Head at Hqrs. |
| 2.     | Grant of lien, Suspension of lien and transfer of lien                                       | Full power  | Full powers for the posts in ICMR upto Scientist-F (GP- 8900)                 |
| 3.     | Leave  | Full powers   | Full powers except the leave to be spent outside India                        |
| 4.     | Medical Advance/reimbursement  | As per power delegated to Head of organisation by the Govt. | To exercise all power given to DG, ICMR in this behalf.                       |
| 5.     | Sanction of sitting fee/honorarium to non-ICMR (official/non-official) Expert                | Full Powers   | Full power as per prescribed rates  |
| 6.     | Sanction for serving Tea/Coffee/Snacks/Lunch to the participants during conference/ meetings | Full Power  | Upto 15 person by Head of Division and upto to 50 persons by Addl. DG         |
| 7.     | Sanction of Taxi Fare to the experts   | Full powers   | Full powers   |
| 8.     | Approval of Tour Reports of Scientists   | Full powers   | Full powers   |
| 9.     | Approval of members of the review meetings   | Full powers   | Full powers   |

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