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INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE OF
HEALTH RESEARCH, JODHPUR

आई सी एम आर - राष्ट्रीय स्वास्थ्य अनुसंधान संस्थान

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Health Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. NIIRNCD/Miscellaneous/Training/Circular_Office_Order/2021-Part(1)/E-158074 /5/

Date: 06.05.2026

OFFICE ORDER

Subject: Assignment of Responsibilities for Coordination and Management of Intramural and Extramural Projects - Reg.

In supersession of all previous orders on the subject, and with a view to enhance the efficiency and effectiveness in the management of intramural and extramural projects, the staff mentioned in **Annexure-I** shall be responsible for coordination, monitoring, and handling of routine project-related files.

Sh. Pramod (YP-I, Accounts) shall be responsible for preparation and submission of UC & SOE, monitoring of fund status, and all other accounts-related work as assigned by the Accounts Officer. In addition, he shall also function as the dealing assistant for the assigned projects to ensure smooth functioning of the Project Cell.

Sh. Manohar Singh Seervi, Assistant, is hereby assigned duties related to project work and is posted in the Administrative Section with immediate effect and until further orders. He shall also maintain complete and updated records of all project staff and project details, including proper upkeep of records/files of ongoing and completed projects.

The overall supervision of Project Cell activities, including timely processing of salary, clearance of TA/DA bills, and other project-related matters, shall be carried out by Dr. Chetram Meena, TO-C & Project Cell In-charge. All project-related files shall be routed through him.

This issues with the approval of the Competent Authority. This order comes into force with immediate effect and remains valid until further orders.

(Handwritten signature)
06/5/2026

(Dinesh Soni)

Senior Administrative Officer

Copy to:

1. All concerned staff – For compliance and transfer the project files to the respective dealing assistants as specified in Annexure-I.
2. All Scientists, ICMR-NIHR, Jodhpur — for information.
3. Sr.AO / ACO / SO / Project Cell / Store In-charge
4. IT Cell; for uploading on the Institute Website
5. Concerned File.