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NIIRNCD
NATIONAL INSTITUTE FOR
IMPLEMENTATION RESEARCH ON
NON-COMMUNICABLE DISEASES

INDIAN COUNCIL OF MEDICAL RESEARCH
National Institute for Implementation Research on Non-Communicable Diseases,
New Pali Road, Jodhpur

No. D/03/NIIRNCD/RoutineM,O&C/2023-24/

Date: 03/10/2025

OFFICE ORDER

Subject: Allocation of duties amongst staff of Directorate, Accounts and Maintenance – Reg.

In supersession of all previous orders on the subject, the undersigned, re-distribute the work allocation among the permanent and project/Temporary staff, as detailed below, with immediate effect. Each officer / official shall be responsible for timely disposal of the work assigned to him/her.

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
Directorate						
Secretariate	01.	Pankaj Sharma, Stenographer	➤ Secretarial support to the Director. ➤ Taking dictation, transcription, and typing of notes, office orders, circulars, Oms and correspondence. ➤ Maintenance of confidential files and records. ➤ Diary management, coordination of meetings, and travel arrangements for the Director. ➤ Coordination of telephone calls, emails, and e-Office matters for the Director. ➤ Assistance in meetings, workshops, and official events. ➤ Manage directorate day to day activities and smooth functioning of the work related to office. ➤ Liaison with Institute's different sections for obtaining information and papers required by the Director. ➤ Any other duty assigned by the Competent Authority.	Pankaj Sharma, MSW, HRRC Project (Temporary)	Director	Director

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
	02.	Pankaj Sharma, MSW, HRRC Project	➤ Maintain Directorate registers (inward, outward, attendance, peon book, etc.). ➤ Receive all dak, enter in register, scan and upload on e-Office, circulate to concerned officers; forward physical copies. ➤ Manage inventory, stationery, pantry, and ensure Directorate rooms are ready for meetings. ➤ Provide support in meetings, events, and outside work related to Directorate. ➤ Prepare Office order, circular, note etc. ➤ Any other duty assigned by the Director/PA to Director.	Pankaj Sharma, Steno	Director	Director
	03.	Sh. Ram Lal, MTS	➤ Manage pantry services of the Directorate and prepare tea/coffee for Director, guests, and meetings. ➤ Distribution of official dak, files, and papers within the building. ➤ Provide assistance during meetings, conferences, and events. ➤ Any other duty assigned by the Director/Directorate Staff.	Rajkumar, MTS	Director	Director
IT Cell (Seating at Directorate Data Room)*	04.	Sh. Manish Prajapati, TA (CS/IT)	➤ Overall management of all institutional IT services as IT In-charge. ➤ Development and maintenance of technology-based project portals for all scientists; bug fixing and reporting. ➤ Management of Institute's official social media platforms (X, Instagram, Facebook, YouTube) – updates, announcements, event coverage, and sharing of ICMR/health posts. ➤ Monitoring and maintenance of Aadhaar-based biometric devices; entry of newly joined staff in ABEAS portal. ➤ Provide technical support and manage IT equipment during meetings/events in Conference Hall, meeting rooms, and Auditorium. ➤ Update and maintain the Institute website as per instructions of Competent Authority. ➤ Provide technical support on software, hardware, and network issues; ensure smooth functioning of institutional network/Wi-Fi and resolve complaints on priority. ➤ Design and develop IT tools/software/portals as per institutional/project requirements. ➤ Handle requests for creation/updation of e-Office and Government email accounts in coordination with NIC/ICMR. ➤ Generate online meeting links (Zoom/NIC, etc.) for	Mayur Sankhala, Tech-I (CS/IT)	Director	Director

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
			scientists/officials as per request. ➤ Manage CCTV cameras of the Institute; access to live view is restricted to Security Committee, Security In-charge, and Director's Room only. ➤ Maintain year-wise records of event/meeting/workshop photographs. ➤ Maintain IT complaint registers and ensure timely resolution of complaints in coordination with contractual IT staff. ➤ Maintain Server Room / CCTV server room and Cyber Security related matters. ➤ Custodian of all IT equipment (Conference Hall, Meeting Room, Auditorium, IT Server Room, CCTV Room), including mics, cameras, servers, and related devices, with responsibility to maintain inventory and manage as per Competent Authority's instructions. ➤ Perform any other IT-related duties assigned by the Competent Authority.			
	05.	Sh. Shankar Lal, Sr. Network Engineer <i>(Raygain Technologies Pvt. Ltd.) – Contractual Staff</i>	➤ Assist in LAN, WAN, Wi-Fi, VPN, servers, firewalls, routers, switches, Intercom & Telephones and other IT infrastructure. ➤ Ensure network performance, availability, data security, and timely system updates. ➤ Monitor, troubleshoot, and resolve advanced network, Hardware & Software related issues and ensure uninterrupted internet connectivity. ➤ Ensure smooth functioning of systems, printers, and other office devices and resolve the complaint of staff. ➤ Perform any other duties assigned by the IT In-Charge / Competent Authority.	Vijay Sarawata, Programmer	Director	Director
	06.	Sh. Vijay Sarawata, Programmer <i>(Raygain Technologies Pvt. Ltd.) – Contractual Staff</i>	➤ Develop, test, and maintain software applications as per organizational requirements. ➤ Write efficient, well-documented, and error-free code. ➤ Troubleshoot and resolve software-related issues. ➤ Assist in database management, data entry. ➤ Update and upgrade existing software applications as needed. ➤ Provide support and training to users for software applications. ➤ Provide necessary support for photocopying and scanning work for all permanent/project staff, as per requisition form	Shankar Lal, Sr. Network Engineer	Director	Director

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
			approved by Section Head/PI. ➤ Operate camera and cover photography for office events, meetings, and workshops. ➤ Perform any other duties assigned by the IT In-Charge / Competent Authority.			
	07.	Sh. Suresh Choyal, Technical Support Engineer <i>(Raygain Technologies Pvt. Ltd.) – Contractual Staff</i>	➤ Provide technical assistance and troubleshooting for hardware, software, and network issues. ➤ Install, configure, and maintain IT equipment and applications. ➤ Ensure smooth functioning of systems, printers, and other office devices and resolve the complaint of staff. ➤ Respond to user complaints and resolve issues in a timely manner. ➤ Maintain records of IT support requests and solutions. ➤ Coordinate with IT In-Charge/vendors for unresolved or complex issues. ➤ Provide necessary support for photocopying and scanning work for all permanent/project staff, as per requisition form approved by Section Head/PI. ➤ Operate camera and cover photography for office events, meetings, and workshops. ➤ Perform any other duties assigned by the IT In-Charge / Competent Authority.	Vijay Sarawata, Programmer	Director	Director

**IT Cell: The staff of the IT Cell is hereby directed to shift their seating arrangement to the Directorate, Data Room, along with all IT-related equipment, including computers, CPUs, UPS, keyboards, mice, printer, photocopy machine, cameras, microphones, and any other IT items.*

Dr. Ramesh Kumar Huda, Scientist-C, shall hand over the aforesaid IT related items with all accessories, Portal logs & ID-Pass to Shri Manish Prajapati, TA (CS/IT) & IT In-charge, for proper custody and record.

Accounts					
Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
01.	Sh. Om Prakash, ACO	➤ Overall supervision of all accounting, budgeting, and financial matters of the Institute/Office. ➤ Scrutiny, verification, and approval of all bills, vouchers, and claims before payment. ➤ Preparation, maintenance, and monitoring of budget estimates, expenditure statements, and financial reports. ➤ Ensuring compliance with General Financial Rules (GFR), Government of India instructions, and audit requirements. ➤ Maintenance of accounts relating to Institute funds, grants, projects, receipts, advances, recoveries, deposits, and other financial transactions. ➤ Supervision of preparation and timely submission of Utilization Certificates (UC), Statement of Expenditure (SOE), Annual Accounts, and Audit replies. ➤ Monitoring and ensuring timely submission of statutory returns, challans, and deductions relating to Income Tax, TDS, GST, NPS, EPF, LIC, etc. ➤ Liaison with banks, Chartered Accountant, Statutory/Internal Audit, and other government agencies on financial matters. ➤ Verification of pay, allowances, pensions, arrears, and other staff-related claims, including HRA, LTC, Medical, TA/DA, etc. ➤ Supervision of financial matters of projects, schemes, and externally funded programmes, including PFMS/TSA-related payments. ➤ Custodian of financial records, ledgers, registers, and related correspondence files. ➤ Ensuring timely reconciliation of accounts with bank and preparation of monthly/annual statements. ➤ Convening and recording minutes of financial review meetings as directed by Competent Authority. ➤ Providing financial advice to the Director/Head of Office and assisting in policy formulation related to accounts and finance. ➤ Any other financial or administrative work assigned by the Competent Authority.	-	Director	Sr.FA

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
02	Consultant (Accounts) - Temporary Post	➤ Undertaking the work of Internal Audit of the Institute. ➤ Assisting in Internal Audit, Statutory Audit, and CAG Audit as and when conducted. ➤ Handling all audit-related matters, including conduct of internal/concurrent audit, furnishing replies to audit reports/paras, and ensuring timely compliance. ➤ Preparation of Budget Estimates and Revised Estimates of the Institute. ➤ Preparation of Monthly, Quarterly, and Annual Accounts, along with all schedules and supporting reports. ➤ Preparation of Project-wise Annual Accounts. ➤ Preparation of Expenditure (SoE) and Utilization Certificates (UCs) for all projects and the Institute. ➤ Verification of pay fixation on appointment/promotion, and verification/revision of pension and retirement benefits. ➤ Assisting in all taxation-related matters (Income Tax, TDS, GST), including compliance with statutory requirements related to maintenance and presentation of accounts. ➤ Checking of advance and adjustment vouchers, contingency bills, and payment bills. ➤ Managing all banking-related activities, including verification of monthly Bank Reconciliation Statements (BRS) and monitoring monthly expenditure against the allocated budget. ➤ Scrutiny of files related to procurement, TADA, LTC, and other financial matters. ➤ Liaising with Chartered Accountants and other agencies/authorities, and attending meetings outside the Institute as required. ➤ Performing any other work assigned by the Competent Authority from time to time.	-	ACO	ACO
03.	Sh. Manohar Singh Seervi, Assistant	➤ Audit of all types of bills pertaining to Institute Fund/IMRG Fund/IIG Fund/PM-ABHIM Project/Extramural Projects received in the Accounts Section. ➤ Maintenance of all audit registers, including timely entries for Institute and project-related accounts. ➤ Maintenance of main Cash Book of the Institute as well as project Cash Books. ➤ Preparation of Bank Reconciliation Statements of all Institute and project bank accounts. ➤ Maintenance of property registers related to EMD. ➤ Proper upkeep and maintenance of bank statement files in the Accounts Section. ➤ Processing of files received from the Accounts Officer through e-Office. ➤ Scrutiny and approval of tour proposals as per availability of funds. ➤ Work related to reversal of bank charges. ➤ Calculation of interest on project accounts.	Rahul Singh Sankhla, UDC	ACO	ACO

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
		➤ Scrutiny of UC/SOE of Extramural, Intramural, and PM-ABHIM projects, as marked by the Accounts Officer. ➤ Any other work assigned by the Accounts Officer.			
04.	Sh. Rahul Singh Sankhla, UDC	➤ Feeding voucher data for payments under Institute and IMRG/IIG Budgets in PFMS/TSA Software, processing requisitions/files accordingly, and forwarding for payment. ➤ Feeding data of vouchers (Receipts, Payments, Advances/Adjustments) of Institute/IMRG/IIG Budgets in ICMR Balance Software. ➤ Checking head-wise expenditure, reconciling differences between PFMS/TSA and ICMR Balance Software, and resolving discrepancies in RP Statement, RP Abstract, and Balance Sheet. ➤ Maintaining records of Institute Grants received from ICMR Hq., preparing monthly expenditure (SOE), and submitting to Council within stipulated time. ➤ Preparing fund requirement details of Salary and General Heads based on inputs from concerned sections and forwarding to Council as required. ➤ Sending monthly GPF and GIS Schedules to ICMR Hq. through email. ➤ Entries of income, interest, Receipts etc. from Institute's Cashbook in ICMR Balance Software. ➤ Adding new vendors, updating bank details, preparing bulk payments in PFMS, and maintaining vendor records in PFMS/ICMR Balance Software. ➤ Assisting in preparation of RE & BE, Half-Yearly Accounts, and Annual Accounts, including depreciation schedules and supporting documents. ➤ Sending emails for payment approvals relating to Institute/IMRG. ➤ Performing any other work assigned by the Accounts Officer from time to time.	Sunil Kumar Saini, Tech-I	ACO	ACO
	Sh. Sunil Kumar Saini, Technician-I	➤ Preparation of cheques for Extramural Projects and Institute Commercial Bank Account after requisition through files. ➤ Preparation of bank slips in Excel, sharing soft copies with bank, and coordination for clearance. ➤ Processing payments of projects under PM-ABHIM Scheme through PFMS/TSA software. ➤ Visiting bank for DD preparation, opening of new accounts, cheque clearance, Ashoka Travels payments, and other related work. ➤ Scrutiny of AUC/UC of Extra/Intramural projects as marked by Accounts Officer. ➤ Assisting CA in preparation of UC/SOE of MRHRU Unit. ➤ Handling correspondence/files of Accounts Section (ICMR, signatory, audit, etc.). ➤ Maintaining GST/TDS Registers, coordinating with CA for timely challan submission, maintaining Guest House GST Register, and assisting in taxation	M S Seervi, Assistant	ACO	ACO

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
		(Income Tax/TDS/GST). ➤ Preparing and submitting NPS Challans and coordinating half-yearly NPS reports of staff. ➤ Preparation of Bharat Kosh and EPF Challans. ➤ Assisting in preparation of Project Annual Accounts. ➤ Sending emails for payment approvals relating to projects. ➤ Timely submission of LIC cheques and HRA deductions. ➤ Maintain record room of the Accounts Section with proper register and labels as instructed by the ACO. ➤ Payment related to IMRG Project as assigned by ACO. ➤ Any other work assigned by the Accounts Officer / Competent Authority.			
	Sh. Ladhu Ram, M.T.S.	➤ Carry files, vouchers, bills, and cheques within Admin & Accounts Sections. ➤ Distribution of official dak/files/papers etc. within the building. ➤ Assistance in meetings (Accounts)/events of office. ➤ Handle outside bank-related work such as cheque deposit, withdrawal, challan submission, and collection of bank statements. ➤ Physical Maintenance of records of the section. ➤ General cleanliness/dusting & upkeep of the section/record room (accounts). ➤ Photocopying and preparation of office copies of financial documents. ➤ Arrange files, registers, and vouchers in proper order. ➤ Other non-clerical work in the section. ➤ Opening & closing of rooms. ➤ Perform any other duty assigned by ACO/Accounts staff/Competent Authority.	Sua Devi, MTS	ACO	ACO

Maintenance Section					
Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
01.	Dr. Anil Purohit, TO-C	Project and filed related work as assigned by the Reporting Officer and Competent Authority. Additional Work: ➤ Duties related to Maintenance in-charge (Civil/Electric/Horticulture) and Estate officer of the institute. ➤ Duties related to Security and Fire Safety in-charge of the institute.	Bhanwar Manohar Singh, Tech-I	Director	Director
02.	Mrs. Komal Jangid, Technician-I (ES)	➤ Operate and maintain DG sets, LT panels, and power supply during operations and outages. ➤ Conduct routine inspection and maintenance of electrical equipment, appliances, and accessories. ➤ Attend and resolve electrical complaints/repairs and maintain the complaint register. ➤ Maintain updated inventory of electrical equipment with remarks on repairs or unserviceable items. ➤ Prepare and submit requisitions for items to Maintenance In-charge. ➤ Manage diesel stock, fuel indents, and DG set logbooks. ➤ Ensure proper upkeep and timely cleaning of service blocks and surrounding areas. ➤ Advise on use or replacement of unsuitable equipment. ➤ Inspect CPWD electrical / Civil / Horticulture works as instructed. ➤ Procure spare parts/materials locally and process reimbursement. ➤ Maintain and resolve all electricity-related issues of the Institute as well as MRHRU, Jaipur, as and when required. ➤ Perform duties during the general shift (as proposed by Maintenance Officer), and in case of emergencies, provide services as required and as assigned by the Maintenance Officer / competent authority.	Krishna Sen, Tech-I	Dr. Anil Purohit, TO-C	Sr. AO
03.	Sh. Khushal Sankhla, LA (ES)		Chetan Singh Gohil, Tech-I	Dr. Anil Purohit, TO-C	Sr. AO
04.	Sh. Krishna Sen, LA (ES)		Komal Jangid, Tech-I	Dr. Anil Purohit, TO-C	Sr. AO
05.	Sh. Chetan Singh Gohil, Technician-I (ES)	All mentioned above duties of electrician. Additional Work: ➤ Maintain all files related to CPWD/maintenance work under guidance of Maintenance in-charge. ➤ Process all requests/notes related to office general maintenance with duly forwarded by Maintenance Officer. ➤ Perform clerical/other duties assigned in the section.	Khushal Sankhla, LA	Dr. Anil Purohit, TO-C	Sr. AO

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
06.	Sh. Rahul Ranjan, LA (Plumber)	➤ Operate pumps and motors for water supply. ➤ Attend plumbing complaints in main building, guest house, and quarters. ➤ Check and rectify plumbing issues on time. ➤ Assist/supervise CPWD or other agencies in maintenance work. ➤ Maintain plumbing complaint register. ➤ Submit requirements of accessories through Maintenance In-charge and purchase minor items when needed. ➤ Take daily rounds of campus/quarters for smooth water supply. ➤ Maintain and resolve all plumbing related issues of the Institute as well as MRHRU, Jaipur, as and when required. ➤ Perform duties during the general shift (as proposed by Maintenance Officer), and in case of emergencies, provide services as required and as assigned by the Maintenance Officer / competent authority. Additional Work: ➤ Work as Guest House Caretaker and sit full time in the Guest House office while managing both plumbing and caretaker duties.	Manoj Kumar, LA (General Duties) Trilok Kumar, Tech-I (Addl Duties)	Dr. Anil Purohit, TO-C	Sr. AO
07.	Sh. Manoj Kumar, LA (Plumber)	All mentioned above duties of plumber.	Rahul Ranjan, LA	Dr. Anil Purohit, TO-C	Sr. AO

2. All the above officers/officials are hereby directed to perform their duties as assigned and as instructed by the competent authority. The handover/takeover process must be carried out smoothly by the incumbent officer, including training the new staff to ensure uninterrupted and efficient functioning of work without any unnecessary delay.
3. The Link Officer shall oversee the work during the absence, leave, or official tour of the concerned incumbent. Officers/employees must inform their Link Officer in advance before proceeding on leave or tour via email, with copies marked to the Section Head.
4. This order comes into effect immediately and shall remain valid until further orders. All concerned are requested to take note and ensure strict compliance.
5. Hindi version follows.


05/10/25

Prof. (Dr.) Pankaj Bhardwaj
Director

Copy to:

1. All concerned staff (as above)
2. Concerned Heads
3. Dr. Ramesh Kumar Huda, Scientist-C
4. Sr. AO / ACO / Store In-charge
5. IT Cell – with a request to upload this order on the Institute website
6. Office Copy / Concerned File.

