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NIIRNCD
NATIONAL INSTITUTE FOR
IMPLEMENTATION RESEARCH ON
NON-COMMUNICABLE DISEASES

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28-10-25

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: 27/10/2025

OFFICE ORDER

Subject: Allocation of duties Administration and Technical Staff – Reg.

In supersession of all previous orders on the subject and in continuation of the Office Order No. D/03/NIIRNCD/RoutineM,O&C/2023-24/ date: 03/10/2025 the undersigned, re-distribute the work allocation among the permanent and project staff, as detailed below, with immediate effect. Each officer / official shall be responsible for timely disposal of the work assigned to him/her. The Link Officer shall look after the work during the absence / leave / tour of the concerned incumbent.

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
Administration						
Administration (Overall Supervision)	1.	Sh. K.C. Ramayya Dora, Sr.AO	➤ Overall supervision and responsibility for timely conduct of all functions of Administration, including: I. General administration and office management. II. Personnel & Establishment matters (recruitment, promotions, MACP, MBPAS, APARs, service books, pension). III. Legal, vigilance, RTI, and grievance redressal. IV. Store, procurement, tenders, physical verification, and condemnation of assets. V. Pay & allowances, TA/DA, tours, LTC, medical claims, public relations and staff welfare. VI. Rajbhasha (Hindi) Cell activities. VII. Project Research Cell activities. ➤ Formulation, vetting, and approval of office policies, rules, and internal procedures as per CCS/GFR/ICMR guidelines. ➤ All duties related to Head of office & DDO. ➤ Scrutiny and final approval of office orders, administrative circulars,	Haresh Jadhav, SO	Director	Sr.DDG

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
			- and returns. ➤ Supervision of annual performance reports, annual property returns, and vigilance clearances. ➤ Ensuring timely replies to Parliament Questions, audit observations, and statutory inspections. ➤ Ensuring effective implementation of e-Office, Sparrow, IRRAS, E-HRMS, GEM procurement, NPS Portal and other Govt. digital initiatives. ➤ Coordination with Director and Scientists for administrative support to research projects. ➤ Any other duty assigned by the Competent Authority.			
Administration & Store	2.	Sh. Haresh Jadhav, Section Officer	➤ Perform all duties of a Section Officer as per CSMOP Chapter III, Appendix 3.1, ensuring smooth functioning of the Administration Section. ➤ Dealing all the files related to RTI, Court/CAT cases, Parliamentary questions, VIP references. Maintain court case register/record for the section as per CSMOP. Independently Prepare replies of RTIs related to Administration and Accounts Section. ➤ Custodian and timely update the service Books of all Group 'A', 'B' & 'C' staff. ➤ Prepare replies to audit paras related to Administration & Store with assistance from Accounts Consultant. ➤ Coordinate with the Internal/CAG Audit Team through the Administration Section to provide all data and information requested by the auditors. ➤ Oversee Store Section operations and movement of files as Store Officer of the institute. ➤ Consignee of the GeM Portal. ➤ Perform DDO duties in the absence of AO/Sr. AO. ➤ Handling correspondence and emails with ICMR Headquarters and Ministry, and ensuring timely submission of all administrative information, reports, and replies. ➤ Responsible for timely Initiating process of record management, physical verification, condemnation, and weeding of records. (Top Priority) ➤ Initiate recruitment processes, prepare rosters and vacancy details, and share information with ICMR HQ for direct recruitment through AllMS-CRE, ensuring completion of promotions/LDCEs (if any) as per RRs beforehand. (Top priority: take necessary actions to process to fill all vacant positions.)	K.C.R. Dora, Sr.AO	AO/Sr.AO	Director

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
			➤ Reviewing daily routed files/documents and process with his proper comments and rule references for Sr. AO/Director. ➤ Ensure in the section (Establishment/Pay/Dispatch/TA/DA/Hindi Rajbhasha/Project matters etc.) timely processing of all e-files, physical files, correspondence, and maintain all official registers and records per CSMOP by the dealing hand. ➤ Responsible for timely process staff all personnel matters/request including RFCS, MACP, MBPAS, IRAS, pension papers, and DPC as per the fix timeline. Also maintained the seniority list of the Ministerial staff (Group B & C). ➤ Performing any other duties assigned by Sr.AO/Competent Authority.			
Monthly Bills	3.	Sh. Surendra Kumar, LDC	➤ All monthly bills related to electricity, Water, Bio-Medical waste, Telephone, outsource agencies, recharge of set-top box/Fast Tags/ vehicle insurance & related files etc. ➤ Employee reimbursement related files i.e. medical, newspaper, telephone, briefcase etc. ➤ Dealing matters related to official meeting/workshop/training/event - honorarium, meeting related TA/DA, meeting contingencies advances related to Institute Funds. ➤ Publication related matters i.e. APC charges, minutes/records etc. ➤ Handle miscellaneous matters, including Republic Day and Independence Day celebrations, Foundation Day, and other official activities, including issuing orders and circulars. ➤ Maintain files/records of all issued routine and standing office orders, OMs, and circulars for the Administrative Section. ➤ Work under the supervision of Section Officer and assist SO for all day-to-day work as assigned. ➤ Performing any other duties assigned by Sr.AO/SO/Competent Authority.	Kanchan Bala, JHO	SO	AO/Sr.AO
Establishment	4.	Sh. Narendra Kumar, UDC	➤ Maintain records in a timely and proper manner of all personnel files, leave records of Group A, B & C staff. ➤ Handle pay fixation, LTC, G.I.S., and related orders for staff. ➤ Process promotions, and technical assessments for Group A, B & C. ➤ Prepare and put up notes/orders for Pay fixation, LTC, GIS and related matters. ➤ Process Staff increment in January and July and their entry in the Service book. ➤ Handle recruitment matters, including putting up proposals for vacant posts, calling selection committees, issuing notices to members and appointment letters to eligible candidates.	Mayur Sankhala, Tech-I	SO	AO/Sr.AO

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
			➤ Consultants & YI' recruitment related matters. ➤ Dealing all types of leaves, study/training permissions, and ensure updation in e-office portal and service books under the supervisor of SO. ➤ Process pension, NPS, resignations, VRS, pay protection, continuation of services, retirement, service gratuity, and GPF. ➤ Issue office transfer orders/notices to employees. ➤ Dealing matters related to passport, visa, official/private foreign visits, and issue of NOCs. ➤ Maintain records and necessary processes for election duty. ➤ Manage e-Office, Sparrow, IRRAS, E-HRMS. ➤ Vigilance clearance, integrity certificates, disciplinary cases. ➤ Training nominations, circulars, office orders, Memo, OM etc related to Administration. ➤ Process timely submission of all reports related to SC/ST/OBC/PwD/EPFO/ER-1 etc. Quarterly, yearly reports, and replies. ➤ Perform any other Establishment-related duties assigned by Sr. AO/SO/Competent Authority.			
Cashier & Pay Section	5.	Sh. Mayur Sankhala, Technician-I (CS/IT)	➤ Preparation of Salary/Pension bills of regular/Pensioner staff/YP & Consultants. ➤ Ensure timely updating of salary data in the software and generate accurate monthly salary slips for all staff. ➤ Pay Fixation / Pay Protection / New Pay Commission related work as per FR & SR. ➤ DA / DR arrears and other related matters. ➤ To prepare and maintain the establishment budget schedule. ➤ Process Income certificate / pay slip certificate / Last Pay Certificate. ➤ Dealing Person for correspondence with CA regarding any matter of Income Tax / TDS for all permanent and project staff. Visit CA office as when as required. ➤ To prepare a Pay Bill Register (PBR) / Income-tax Register / sheet and ledger posting every month as per pay bill details, to keep up to date record of salary & other deduction of the staff during the financial year and Form No.16 for staff. ➤ All work related to Cashier in timely manner. ➤ Dealing all HRRC Project related files/matters. ➤ Perform any other duties assigned by the SO/Sr.AO/Competent Authority from time to time.	Narendra Kumar, UDC	SO	AO/Sr.AO

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
Administration – Support	6.	Smt. Sua Devi, MTS	➤ Distribution of official dak/files/papers etc. within the building. ➤ Assistance in meetings (Administration)/events of office. ➤ General cleanliness/dusting & upkeep of the section/record room (Administration). ➤ Photocopying of admin related documents. ➤ Arrange files and registers in proper order. ➤ Other non-clerical work in the section. Opening & closing of rooms. ➤ Perform any other duty assigned by Sr.AO/AO/SO/Admin staff/Competent Authority.	Ladhu Ram, MTS	SO	AO/Sr.AO
Rajbhasha (Hindi) & Dispatch Cell	7.	Dr. Kanchan Bala, JHO	➤ In-charge of Rajbhasha (Hindi) and Dispatch Cell of the institute; manage all dak/dispatch work efficiently with the help of Mrs. Madhu Saxena, LDC. ➤ Ensure compliance with Official Language (Hindi) rules and prepare, review, and translate all correspondence, reports, orders, and other documents in Hindi/English. ➤ Prepare Order / Circulares / OMs etc. in bilingual (Hindi & English) for Admin & Accounts Section as and when required. ➤ Prepare tour orders, TA/DA bills related to Institute Funds for all parament and project staff. ➤ Monitor compliance of Hindi Rajbhasha rules in all sections and maintain records and registers. ➤ Perform any other duties assigned by Sr. AO/Competent Authority.	Surendra Choudhary, LDC	Dr. Mukti Khetan, Sci-C & Hindi Rajbhasha In-charge	Director
	8.	Mrs. Madhu Saxena, LDC (HRRC Project staff)	➤ Assist in internal dispatch work of the institute. ➤ Maintain all dispatch-related registers accurately in Hindi. ➤ Support day-to-day work of Hindi Rajbhasha & Dispatch Cell. ➤ Perform any other duties assigned by Sr. AO/JHO/Competent Authority.	Man Mohan Meena, Lab Assistant	SO	AO/Sr.AO
	9.	Sh. Man Mohan Meena, Lab Assistant	➤ Manage outside dispatch work, including distribution of dak to offices and post office. ➤ Handle bank-related work as assigned by Accounts Section (cheque deposit/withdrawal, challans, bank statements). ➤ Assist in clerical work related to Hindi Rajbhasha, dispatch, and accounts. ➤ Distribute internal dak to divisions/sections and maintain related registers. ➤ Perform photocopying, preparation of office copies, and arrangement of files, registers, and vouchers. ➤ Assist in management of record rooms of Accounts and Administration as per instructions. ➤ Perform any other duties assigned by Sr.AO / SO / ACO / Scientists / Competent Authority.	Madhu Saxena, LDC (HRRC Project staff)	SO	AO/Sr.AO

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
Store & Procurement	10.	Sh. Mukesh Panwar, Assistant	➤ Handle all types of purchase and procurement work for Institute and project items including noting, drafting, and timely file processing. ➤ Receive, inspect, and verify goods against purchase orders ensuring accuracy of quantity and quality. ➤ Prepare CRACs and process vendor payments and EMD refunds in compliance with GFR guidelines. ➤ Conduct annual physical verification of store items and process condemnation of unserviceable or obsolete items as per rules. ➤ Monitor stock levels regularly and raise purchase requisitions timely to avoid shortages or overstocking. ➤ Process and oversee AMC/CMC maintenance contracts related to laboratory, IT, and other equipment. ➤ Prepare replies to audit queries related to store operations ensuring compliance with rules. ➤ Assist Sh. Ranglal, TO and Sh. Pankaj Kumar, TO in institute/project-related procurement and tender work, including preparing tender documents, comparative statements, BoQs, CRACs, and other related records; communicate with vendors; search items on GeM for availability; coordinate with user sections, vendors, and purchase committees; ensure timely processing and completion of all tenders before contract expiry. A Secondary Buyer ID shall be created for this purpose. ➤ Organize and support institutional events such as Foundation Day, Independence Day, and Republic Day etc. as required. ➤ Ensure timely disposal of obsolete, scrap, or condemned items following proper auction or disposal procedures. ➤ Supervise the performance and discipline of store staff to ensure smooth functioning of the store section. ➤ Coordinate with various sections, projects, and finance units regarding procurement and store matters. ➤ Submit periodic reports on stock position, procurement status, and store activities to higher authorities. ➤ Ensure strict adherence to General Financial Rules (GFR), ICMR guidelines, and Internal SOPs in all store operations.	Ramesh Choudhary, LDC	SO	AO/Sr.AO

Sub Section	Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
	11.	Sh. Ramesh Choudhary, LDC	➤ Assist the Store In-Charge in processing store and procurement-related files and put up files in e-Office with proper noting. ➤ Prepare and process contingency/voucher bills, purchase/work orders, and other related correspondence promptly. ➤ Assist in searching and comparing items on Government e-Marketplace (GeM) as per the indent specifications, in coordination with the Store In-Charge. ➤ Receive, record, and all incoming dak and parcels of the Store Section. ➤ Maintain and arrange all store files, registers, excel sheets (electronic inventory data) and records systematically for easy reference. ➤ Ensure proper storage, labeling, identification, and systematic arrangement of all store materials. ➤ Organize and support institutional events/workshop/meeting as required. ➤ Under the direction of the Store In-Charge, handle all store-related tasks in the local market and outside the office. ➤ Perform any other duties assigned by the Store In-Charge/Sr.AO/SO/Competent Authority.	Mukesh Panwar, Assistant	SO	AO/Sr.AO
	12.	Sh. Bajrang Sharma, I A (COPA)	➤ Assist in all day-to-day activities related to Store Section. ➤ Issue store items to staff as per approved indents with permission of the Store In-Charge and maintain proper record of issued items. ➤ Ensure proper arrangement of all items received in the store section; label almirahs, racks as per the instruction of store in-charge. ➤ Ensure cleanliness and upkeep of the store section. ➤ Open and close the store as per office timings. ➤ Distribute official dak, files, papers, and other documents within the building. ➤ Provide assistance during administrative and store meetings and office events. ➤ Perform photocopying and scanning of store and administration-related documents. ➤ Arrange listing, files, documents, and registers in proper order and file all received documents systematically. ➤ General cleanliness/dusting & upkeep of the section and upkeep of the store section. ➤ Perform other non-clerical tasks/duties in the section as required. ➤ Execute any other duty assigned by Sr.AO/SO/Store In-Charge, and Competent Authority.	Rajkumar, MTS	SO	AO/Sr.AO

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
Technical Staff					
1.	Sh. Ranglal Meena, TO-C	➤ Project, field, laboratory, and other scientific work as assigned by the Scientists or Competent Authority. Addition Work: ➤ Duties related to Procurement officer. ➤ Handle all procurement activities of the project related procurement / tender as Secondary Buyer on GeM portal with the help of Store in-charge. ➤ Ensure timely procurement of goods and services as per GFR/GeM rules. ➤ With the help of Store in-charge prepare tender documents, comparative statements, BoQ, CRAC, and related procurement records. ➤ Coordinate and correspondence with user sections, vendors, and purchase / Technical / Financial / Specification committees for smooth processing of all tenders and purchases. ➤ Ensure timely processing and completion of all tenders before expiry of ongoing contracts. ➤ Perform any other official duties assigned by the Competent Authority. <i>(The Store In-Charge is directed to extend full support to the above officers for timely completion of procurement and tender-related work.)</i>	Pankaj Kumar, TO-B	Dr. Janesh K. Gautam, Sci-C	Director
2.	Sh. Pankaj Kumar, TO-B	➤ Assist Scientists in statistical design, data analysis, and interpretation of research studies. ➤ Manage data entry, validation, and maintenance of project databases. ➤ Prepare statistical tables, graphs, and reports for research publications and presentations. ➤ Provide statistical support during project implementation, monitoring, and evaluation. ➤ Perform project, field, laboratory, and other scientific work as assigned by the Scientists or Competent Authority. Additional Work: ➤ Handle all procurement activities of the Institute related procurement and tenders as Secondary Buyer on GeM portal with the help of Store in-charge. ➤ Ensure timely procurement of goods and services as per GFR/GeM rules. ➤ With the help of Store in-charge prepare tender documents, comparative statements, BoQ, CRAC, and related procurement records. ➤ Coordinate and correspondence with user sections, vendors, and purchase / Technical / Financial / Specification committees for smooth processing of all tenders and purchases.	Ranglal Meena, TO-C	Dr. Ramesh K. Huda, Sci-C	Director

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
		➤ Ensure timely processing and completion of all tenders before expiry of ongoing contracts. ➤ Perform any other official duties assigned by the Competent Authority. <i>(The Store In-Charge is directed to extend full support to the above officers for timely completion of procurement and tender-related work.)</i>			
3.	Dr. Chet Ram Meena, TO-C	➤ Project, field, laboratory, and other scientific work as assigned by the Scientists or Competent Authority. Addition Work: ➤ Duties related to Transport In-charge as mentioned in the Transport Committee order dated 30.09.2025.	Anil Purohit, TO-C	Dr. Suresh Yadav, Sci-C	Director
4.	Dr. Rajnish Gupta, TO-A	➤ Project, field, laboratory, and other scientific work as assigned by the Scientists or Competent Authority. Additional Work: ➤ All work related to the MRHRU Field Unit, Bhanpur Kalan, Jaipur, including maintenance, project and field activities, file processing, administrative tasks, and any other duties assigned by the Nodal Team or Competent Authority.	-	Dr. P.K. Anand, Sci-F	Director
5.	Sh. K.L. Sharma, MSW	➤ Project, field, laboratory, and other scientific work as assigned by the Scientists or Competent Authority. ➤ Assist in the smooth management of all office meetings, workshops, and events, coordinating with the guest house, housekeeping staff, and store section, as well as handling related external arrangements when required.	Shakshi Dahiya, TA	Dr. Mukti Khetan, Sci-C	Director
6.	Ms. Shakshi Dahiya, TA	➤ Assist in research activities, surveys, data collection, analysis, data entry and preparation of reports/publications. ➤ Assist the Nodal Officer in preparing the monthly IRRAS report (for Cabinet Secretariat) by collecting information from all Scientists and relevant officers, compiling it as per the prescribed format, and submitting the draft report to the Nodal Officer. ➤ Assist Scientists in the preparation of the Institute's Annual Report, Quarterly Reports, institute appraisal reports and other scientific information sought by ICMR Headquarters or the Ministry, ensuring timely submission of all scientific information and replies. ➤ Collect and compile scientific information for the Website Committee and assist in updating the Institute's website content. ➤ Maintain an updated Excel database of all ongoing and completed research projects with necessary details. ➤ Perform any other official duties assigned by the Scientists/Competent Authority.	K.L. Sharma, MSW	Dr. Ramesh K. Sangwan, Sci C	Director

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
		Additional Work: ➤ Act as Library In-charge; maintain library records/registers, ensure proper sequencing and labelling of books/racks, and maintain the library as per Government standards with regular updates and periodical reports.			
7.	Sh. Trilok Kumar, Technician-II	➤ Assist in day-to-day laboratory work. ➤ Conduct routine lab experiments, tests, and assays under supervision. ➤ Maintain accurate records, logs, and documentation of experiments and results. ➤ Maintain updated inventory of concerned lab equipment with remarks on repairs or unserviceable items. ➤ Perform any other technical, filed works or laboratory duties assigned by Reporting Officer. ➤ Perform clerical/any other official duties assigned by the Scientists/Competent Authority. Additional Work: ➤ Work as a link officer of the Guest house caretaker. ➤ Coordinate all official meeting/workshop/event arrangements including seating, refreshments, and special requirements in consultation with Guest House Canteen staff, ensuring timely service.	Bhanwar Manohar Singh, Tech-I	Dr. S.S Mohanty, Sci-F	Director
8.	Sh. Bhanwar Manohar Singh, Technician-I	➤ Assist in day-to-day laboratory work. ➤ Conduct routine lab experiments, tests, and assays under supervision. ➤ Maintain accurate records, logs, and documentation of experiments and results. ➤ Maintain updated inventory of concerned lab equipment with remarks on repairs or unserviceable items. ➤ Perform any other technical, filed works or laboratory duties assigned by Reporting Officer. ➤ Perform clerical/any other official duties assigned by the Scientists/Competent Authority.	Trilok Kumar, Tech-I	Dr. S.S. Mohanty, Sci-F	Director

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
9.	Sh. Utkarsh Trivedi, Technician-I	➤ Assist in day-to-day laboratory work. ➤ Conduct routine lab experiments, tests, and assays under supervision. ➤ Maintain accurate records, logs, and documentation of experiments and results. ➤ Maintain updated inventory of concerned lab equipment with remarks on repairs or unserviceable items. ➤ Perform any other technical, filed works or laboratory duties assigned by Reporting Officer. ➤ Perform clerical/any other official duties assigned by the Scientists/Competent Authority. Additional Work: ➤ Deal all the matters related to MRHRU in coordination with MRHRU Staff and process the file/bills accordingly. Assist in the Administration as when as required with the instruction of the Director only.	Ajay Bijarniya, Tech-I	Dr. Janesh Kumar Gautam, Sci-C	Director
10.	Sh. Ajay Bijarniya, Technician-I	➤ Assist in day-to-day laboratory work. ➤ Conduct routine lab experiments, tests, and assays under supervision. ➤ Maintain accurate records, logs, and documentation of experiments and results. ➤ Maintain updated inventory of concerned lab equipment with remarks on repairs or unserviceable items. ➤ Perform any other technical, filed works or laboratory duties assigned by Reporting Officer. ➤ Perform clerical/other duties assigned in the section. Additional Work: ➤ Manage the Travel Desk of the Institute for booking of all official air tickets as per the rules. ➤ Ensure timely settlement of payments to the travel agency in coordination with Accounts Section. ➤ Assist in the Administration as when as required with the instruction of the Director only. Assist in the Administration as when as required with the instruction of the Director only.	Utkarsh Trivedi, Tech-I	Dr. Suresh Yadav, Sci-C	Director

Sl. No.	Name & Designation	Work Allocation	Link Officer	Reporting Officer	Reviewing Officer
11.	Sh. Rajkumar, MTS	➤ Asslet In day to day laboratory work under the supervision of Reporting Officer. ➤ Support preparation and cleaning of lab equipment, glassware, and work areas. ➤ Project related works / filed works as assigned by Reporting Officer. ➤ Perform duties in the Directorate / Store during the absence of the regular MTS / LA.	Bajrang Sharma, LA	Dr. S.S Mohanty, Sci-F	Dr. S.S Mohanty, Sci-F
12.	Sh. Manohar Singh, Driver	➤ Drive and maintain official vehicles as per instructions. ➤ Keep essential documents with the vehicle, including the driving license, vehicle registration certificate, and log book ➤ Maintain logbook and fuel records properly. ➤ Conduct daily checks of fuel, lubricants, and water levels to ensure the vehicle is operational. ➤ Keep the vehicle clean, roadworthy, and serviced on time. ➤ Perform any other driving or related work assigned by Transport In-charge / Competent Authority.	Pardeep Singh Jodha, Driver	Dr. Chet Ram Meena, TO-C	Dr. P.K. Anand, Sci-F
13.	Sh. Pardeep Singh Jodha, Driver	➤ Drive and maintain official vehicles as per instructions and ensure timely pickup and drop of the Director from residence to office and back. ➤ Keep essential documents with the vehicle, including driving license, RC, and logbook. ➤ Maintain logbook accurately. ➤ Conduct daily checks of fuel, lubricants, and water levels for smooth operation. ➤ Keep the vehicle clean, roadworthy, and serviced on time. ➤ Report any mechanical issues related to all office vehicles in writing to the TO and schedule maintenance when needed. ➤ Perform any other driving or related work assigned by the Transport In-charge/Competent Authority.	Manohar Sigh, Driver	Dr. Chet Ram Meena, TO-C	Director

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 assigned work during the absence, leave, or official tour of the concerned incumbent. Officers/Employees must inform their respective Link Officer in advance before proceeding on leave or tour through email and ensure that all related files are handed over for timely processing, with copies marked to the Section Head. Section Heads are directed to forward the files to the designated Link Officer in the absence of the dealing staff to ensure timely processing of work.
4. It is hereby stated that the additional duties/work assigned to the officials are purely in the interest of smooth functioning of the Institute and due to limited manpower. As per Government of India rules, no additional remuneration, allowance, or honorarium shall be admissible for undertaking such additional responsibilities.
5. This order comes into effect immediately and shall remain valid until further orders. All concerned are requested to take note and ensure strict compliance.
6. Hindi version follows.

Copy to:

1. All concerned staff (as above) – For compliance.
2. Concerned Heads
3. Sr. AO / ACO / Scientists / Store In-charge
4. IT Cell – with a request to upload this order on the Institute website
5. Office Copy / Concerned File.


28/10/25

Prof. (Dr.) Pankaj Bhardwaj
Director
प्रो. (डॉ.) पंकज भारद्वाज
Prof. (Dr.) Pankaj Bhardwaj
निदेशक/Director
राष्ट्रीय असंचारी रोग कार्यान्वयन अनुसंधान संस्थान, जोधपुर
ICMR-National Institute for Implementation Research on
Non-Communicable Diseases, Jodhpur