

## **Right to Information Act, 2005**

*[17 items (manuals) prescribed in clause (b) sub-section 1 of section 4 which every public authority required to publish within one hundred and twenty days from the enactment of this Act.]*

### **INDIAN COUNCIL OF MEDICAL RESEARCH**

#### **1. Particulars of the Organisation, functions and duties**

1. The Indian Council of Medical Research (ICMR) is an Autonomous Body registered under the Society Act XXI of 1860, fully funded by the Govt. of India, through the Department of Health Research, Ministry of Health and Family Welfare. Besides its Headquarters at New Delhi, the Council has 26 permanent Institutes/Centres located in different parts of the country. The Council is responsible for the formulation, coordination and promotion of the National Health Policy in the field of Biomedical Research.

The broad objectives of the Council are: -

- a. To pursue and assist research, the propagation of knowledge and experimental measures in connection with the causation, patho-physiology mode of spread, prevention and treatment, diagnosis of diseases, communicable as well as non-communicable,
- b. To initiate, aid, develop and coordinate bio-medical research in India and to promote and assist institutions for the study of diseases, their prevention, causation and remedy.
- c. To finance enquires and research.
- d. To prepare, print and publish any papers or periodicals in furtherance of the objects of the Council and to contribute to any such periodical.
- e. To construct, maintain and alter any buildings or works necessary or convenient for the purposes of the Council.

#### **2. Power and duties of officers and employees**

##### **2. Administrative Structure of the Headquarters**

2.1 The Director-General (DG) heads the Council. The DG is assisted at the Headquarters by Additional Director Generals (Addl. DG), Heads of Scientific Divisions, Sr. Deputy Director General (Administration), and the Sr. Financial Adviser.

2.2 The Heads of Scientific Divisions are assisted by scientific [Scientist-G/ Scientist-F/ Scientist-E/ Scientist-D/ Scientist-C/ Scientist-B], technical [Principal Technical Officer/Senior

Technical Officer/Technical Officer/ Technical Assistant/ Statistical Assistant/ Publication Relations Officer etc.] and administrative [Sr. Administrative Officer/ Administrative Officer/ Section Officer/ Assistant/ Private Secretary/ Upper Division Clerk/ Lower Division Clerk/ Record Sorter/MTS] staff.

- 2.3 The Sr. Deputy Director General (Administration) is assisted by administrative staff [Deputy Director General (Admin)/ Assistant Director General (Admin)/ Sr. Administrative Officer/ Administrative Officer/ Section Officer/ Assistant/ Private Secretary/ Upper Division Clerk/ Lower Division Clerk/ Record Sorter/ MTS(General)].
- 2.4 The Senior Financial Adviser is assisted by accounts staff [Sr. Accounts Officer/ Accounts Officer] and administrative staff [Section Officer/ Assistant/ Private Secretary/ Upper Division Clerk/ Lower Division Clerk/ Record Sorter/ MTS(General)].
- 2.5 The Director/Director-in-Charge heads each of the 26 permanent Institutes/Centres of the Council.
- 2.6 The powers available at the Headquarters to the DG and other officers and at the Institutes to the Director and Senior Administrative Officer (Sr. AO)/ Administrative Officer (AO) are contained in Appendix I, II and III of the Rules and Regulations of the Council.

### 3 Procedure followed in the decision making process, including channels of supervision and accountability

3. The work assigned to the Addl. DG and the respective Divisions is mentioned below:
  - 3.1. The Additional Director Generals look after the scientific, administrative and technical work of ICMR Institutes/Centres including Headquarter Office as assigned by the DG.
  - 3.2. The **Division of Epidemiology and Communicable Diseases (ECD)** administers the following permanent institutes:
    - (i) ICMR - National Institute for Research in Tuberculosis, Chennai
    - (ii) ICMR - National JALMA Institute for Leprosy & other Mycobacterial Diseases, Agra
    - (iii) ICMR - National Institute of Cholera & Enteric Diseases, Kolkata
    - (iv) ICMR - National Institute of Virology, Pune
    - (v) ICMR - National AIDS Research Institute, Pune
    - (vi) ICMR - National Institute of Malaria Research, Delhi
    - (vii) ICMR - Vector Control Research Centre, Puducherry
    - (viii) ICMR - Rajendra Memorial Research Institute of Medical Sciences, Patna
    - (ix) ICMR - National Institute of Medical Statistics, Delhi
    - (x) ICMR - National Institute of Epidemiology, Chennai

- (xi) ICMR - National Institute for Research in Tribal Health, Jabalpur
- (xii) ICMR - Regional Medical Research Centre, Port Blair
- (xiii) ICMR - Regional Medical Research Centre, Bhubaneswar
- (xiv) ICMR - Regional Medical Research Centre, Gorakhpur

It also oversees research in the areas of bacterial diseases including diarrhoeal diseases, outbreak investigations, other microbial infections, vector biology and viral diseases through the funding of extramural research in different medical colleges and research institutes of the country. The Division also coordinates the activities of the Vector Borne Disease Science Forum, Tribal Health Research Forum, National Antimicrobial Resistance Surveillance Network, Rotavirus Surveillance network, etc.

3.3 The **Division of Non Communicable Diseases (NCD)** administers the following Permanent Institutes:

- (i) ICMR - National Institute of Occupational Health, Ahmedabad
- (ii) ICMR - National Institute of Cancer Prevention and Research, Noida
- (iii) ICMR - Regional Medical Research Centre, Dibrugarh
- (iv) ICMR - Desert Medical Research Centre, Jodhpur.
- (v) ICMR - National Centre for Disease Informatics and Research, Bangalore
- (vi) ICMR - National Institute for Research in Environmental Health, Bhopal

Under extramural activities, the Division deals with different areas. The major areas are: oncology, cardiovascular diseases, mental health, health, diabetes, environmental and occupational health, disability and rehabilitation, NCD surveillance, geriatrics, neurology, asthma, gastroenterology, oral health, orthopedics, pathology, anesthesia, ophthalmology, urology and nephrology. ENT, experimental medicine and surgery. The extramural research is being carried out through multi centric Task Force Projects, Ad-hoc Projects, Centres for Advance Research and Excellence (CARE) and fellowships.

3.4 The **Division of Reproductive Biology and Maternal and Child Health (RBMCH)** administers the following Permanent Institutes

- (i) ICMR - National Institute for Research in Reproductive Health, Mumbai
- (ii) ICMR - National Animal Resource Facility for Biomedical Research, Hyderabad.

This Division also undertake, coordinate and monitor research in the areas of basic reproductive biology, fertility regulation, family planning, infertility, assisted reproductive technologies, reproductive disorders, preclinical reproductive and genetic toxicology, osteoporosis, structural

biology, women's health, adolescent reproductive health, contraception, degenerative diseases, child health which include the pre-natal, post-natal & neonatal health and EMF health through the funding of extramural research in different medical colleges, research institutes/organizations and universities of the country. The division also conduct, coordinate and monitor centrally planned multi-centric nationally relevant task force and cohort studies, national registries and center for advance research (CAR) in the above-mentioned areas. The Division also undertakes international collaborative programmes with other countries in these areas.

3.5 The **Division of Nutrition (Nutr)** administers the following permanent institute

- (i) ICMR - National Institute of Nutrition, Hyderabad

It also oversees research in the areas of nutrition, malnutrition and infection, food biochemistry and endocrinology through the funding of extramural research in different medical colleges, research institutions of the country.

3.6 The **Division of Basic Medical Sciences (BMS)** administers the following Permanent Institutes:

- (i) ICMR - National Institute of Immunohaematology, Mumbai
- (ii) ICMR - National Institute of Pathology, Delhi
- (iii) ICMR – National Institute of Traditional Medicine, Belagavi

Division of Basic Medical Sciences also oversees research in the areas of allergy, anatomy, anthropology, biochemistry, cell and molecular biology, genomics, haematology, human genetics', immunology, NanoMedicine, organ transplantation, pharmacology, physiology, stem cell research, traditional medicine, toxicology through the funding of extramural research in different medical colleges and research institutes of the country.

3.7 The **Division of Informatics, Systems & Research Management (ISRM)** has a mandate to nucleate, promote and support biomedical informatics through services, focused programs and centres of excellence for promoting biomedical informatics in medical research. The division is working in three primary areas (i) developing accessible data systems and integrated research platform through cataloguing data systems, inducing standardization, data management plan, data management services, sharing and access policy and controlled vocabulary (ii) disseminate data and information of public health relevance to different stakeholders through websites, data and knowledgebase and social media and (iii) creating awareness about modern technologies among medical professionals, multidisciplinary expertise and relevant infrastructure. The

division provides a wide range of services to the scientific fraternity as well the administration and finance. The division provides IT enabled services such as the internet, intranet and videoconferencing facilities to ICMR Headquarters and institutes.

- 3.8 The **Division of Publication and Information(P&I)** is engaged in the areas of publication and dissemination of information. The Division brings out a Hindi monthly 'ICMR Patrika' and the Council's Annual Report both in English and Hindi. The ICMR Patrika includes information on health topics and the activities of the Council for Hindi speaking people. A library is maintained under the Division which caters the need of scientists of the ICMR Hqrs and its Institutes. The Sales Unit under the Division caters to the sales of various publications brought out by the Council. The Division also takes part in various outreach activities by participating in exhibitions at different parts of the country. The information on various health issues and major research activities of ICMR are disseminated.
- 3.9 The **Division of Socio-Behavioural and Health Systems Research (SBHSR)** oversees research aimed at strengthening and improving the health systems to tackle the health needs of the people and socio-behavioural research to address the social determinants of health. Current research is addressed to improve the health care access of people, specifically among the vulnerable sections like scheduled tribe population. The implementation research promoted by the Division will help in implementation of national health programmes including Ayushman Bharat or National Health Protection Scheme. In addition, the Division is undertaking health systems research on road traffic injuries, for improving the outcome of road traffic injury patients.
- 3.10The programmes under **Medicinal Plants Division (MPD)**, employing multidisciplinary, multifaceted approach, through intramural and extramural programmes consolidate research efforts made in the country in the area of Medicinal plants so as to facilitate the development of safe, effective and standard drugs for various diseases where there is no satisfactory cure in Allopathic system of medicine, as well as promote, plan and coordinate, collaborative research in the area of Medicinal plants besides providing documented evidence for patents/IPR. The Quality standards on Indian Medicinal plantscovering 549 plants have been developed running into 16 volumes. These publications help in developing plant drugs of adequate quality, safety and efficacy for wider acceptance. Helps in translating practically generated knowledge into direct utility for Indian Drug Industry engaged in production of plant based drugs and for the Pharmacopoeial Commissions in India & abroad for developing official quality standards on plant based drugs. Review Monographs on Indian Medicinal plants serve as comprehensive, informative and reliable source of information providing information on new leads, thus

helping in systematic and planned evaluation of Medicinal plants, including drug design, basic and applied research. 20 volumes of Reviews on Indian Medicinal Plants (with botanical names starting with A-P) have been published. Phytochemical Reference Standards from Selected Indian Medicinal Plants for standardization of drugs for stakeholders engaged in establishing and maintaining quality of medicinal plants and their products have been developed. Safety Review monographs on important Medicinal Plants have been published. Medicinal plants monographs on diseases of public health importance in the management of Diabetes Mellitus, liver disorders and Lymphatic Filariasis have been published. The Division is undertaking Task Force Projects with Translational approach involving development of Phytopharmaceuticals for some therapeutic areas.

3.11 The **Division of Human Resource Planning and Development (HRD)** conducts the **ICMR-Junior Research Fellowship (JRF)** national level exam for postgraduate students to undertake Ph.D. in Life Sciences and Social Sciences. **ICMR Centenary PDFs (Post-Doctoral Fellowships)** are provided every year for doctorate students to work in 26 ICMR Institutes/Centers. A new scheme of **ICMR “Nurturing Clinical Scientists (NCS) Scheme”** instituted in 2018 to foster high quality research opportunities for fresh MBBS/BDS candidates for pursuing Ph.D./MPH. **The Short Term Studentship (STS) Program** is to promote interest and aptitude for research for MBBS/BDS students studying in Medical/Dental colleges recognized by MCI/DCI. **MD-MS/Ph.D. Fellowship** is currently ongoing at three Centers *viz*; King George’s Medical University (KGMU), Lucknow, National Institute of Mental Health and Neuro Sciences (NIMHANS), Bengaluru and Sri Ramachandra University (SRMU), Chennai.

HRD also offers programs for Sr. retired medical/biomedical teachers/scientists *viz*. **ICMR Chairs**, along with **ICMR-Emeritus Scientist (IES)**. Financial support programs include: **MD/MS/DM/MCh/MDS thesis, International Travel Grant to non-ICMR scientists** and **DHR-ICMR Funded Workshops on Clinical Training/Translational Research**. Others include **ICMR Awards & Prizes, Establishment of Academy of Health and Biomedical Research (AcHBMR)- an ongoing activity, Adjunct Faculty Scheme** and **Research Integrity Unit of ICMR**.

3.12 The **International Health Division (IHD)** in ICMR co-coordinates international collaboration in biomedical research between India and other countries as well as with national & international agencies such as Ministry of Science & Technology, Indian and foreign missions and WHO etc. under MoUs/ Joint Statements/ Collaborative arrangements.

The purpose of these Memorandum of Understanding (MoU) and Joint Statements has been for exchange of scientific information; exchange of scientists/ technicians; joint execution of scientific collaborative research projects and organization of joint scientific, seminars, workshops and symposia in identified areas of cooperation.

It also coordinates the DHR-ICMR international fellowship programme for research and training and exposure of Indian biomedical scientists in various countries as well as offering opportunities to scientists from developing countries to come and work in Indian institutes/ laboratories. The Division is the Secretariat for Health Ministry's Screening Committee (HMSC) for consideration of international collaborative research projects.

3.13 The **Division of Innovation & Translational Research, Intellectual Property Rights (ITR-IPR)** oversees the translational and innovation related intramural and extramural research activities as well as coordinate with Translational Research Cells set up in ICMR's Institutes/ Centres/ Units in terms of periodic identification, development and listing of technologies having the potential for translation into the national health care programme/clinical practice. It also organizes workshops aimed at disseminating scientific knowledge for its wider application and potential for commercialization.

The Intellectual Property Rights Unit provides technical, legal and all other support on IPR-related issues in respect of all ICMR supported research (intramural/extramural). The technologies of ICMR are showcased through various means like publication, and display at various Seminars/Symposia, Industry meets, etc for commercialization. The technologies generated by the ICMR are commercialized through in-house efforts and also through the Biotechnology Consortium India Ltd, New Delhi, the National Research Development Corporation, New Delhi and Federation of Indian Chambers of Commerce and Industry (FICCI) and others.

3.14 The **Division of Research Management, Policy, Planning and Coordination (RMPPC)** is engaged in work related to preparation of various policy, planning documents, write-ups on achievements, impact analysis, etc through coordination with various ICMR Institutes and stakeholders' consultations. It has coordinated major activities like performance evaluation of ICMR by high power committee and the preparation of providing technical inputs and assisting in releasing various important policy documents and reports of ICMR like Research Performance Evaluation of ICMR undertaken by Thompson Router; ICMR Strategic Plan Vision 2030 document; ICMR Coffee Table Book; Animation Film etc. The Division has also been instrumental in various activities like setting up of a new Regional Medical Research

Centre at Gorakhpur (UP); setting up of a communication unit; new field station at Keylong in Himachal Pradesh etc. The Division is also involved in translation of Evidence to Policy that 'helps policymakers in making well informed decisions about policies, programs and projects by putting the best available evidence from research at the heart of policy development and implementation'. The division conducts workshops to train ICMR scientists in writing effective policy briefs. Division also coordinates activities of the Communications Unit which include brand building of ICMR; arranging media interactions, developing short films, animations & infographics for dissemination of research outcomes; facilitating op-eds in leading newspapers and magazines; development of ICMR media policy; training ICMR directors and scientists regarding crisis communication and social media. The division also helps in providing scientific inputs and assists in finalizing the Outcome Budget/Annual Plan/Annual Action Plan, etc. It also supervises and coordinates Parliament Questions/Parliamentary Assurances and other Parliamentary Matters including Parliamentary Standing Committee meetings and action taken reports. The division is also playing key role in coordinating the development of Standard Treatment Workflows (STWs) that would be utilized in *Ayushman Bharat* at all the tiers of health care delivery system thus would help in achieving the goal of sustainable Universal Health Coverage (UHC).

3.15 The **Indian Journal of Medical Research (IJMR)** Unit looks after the publication of the monthly journal of the ICMR, The Indian Journal of Medical Research (IJMR) [ISSN 0971-5916]. The Journal was started as a quarterly in 1913 and made bimonthly in 1958. It became monthly in 1964. The Journal is being indexed and abstracted by all major global current awareness and alerting services. The IJMR is published monthly, in two volumes and 12 issues per year. The IJMR publishes peer reviewed quality biomedical research in the form of original research articles, review articles, short papers and short notes. Other regular sections include editorials, commentaries, research correspondence, viewpoints, perspectives, systematic reviews and/or meta-analysis, clinical images and Student's IJMR. Occasionally, special reports and policy guidelines are also brought out. Special issues, special sections and supplements are also published in addition to the regular issues.

3.16 The **Research Methodology Cell (RMC)** has been established in ICMR to propagate research at the peripheral level in government medical colleges. The objective of the RMC at the ICMR Headquarters is to train the young faculty, professionals and students of biomedical science, especially those belonging to state medical colleges and other academic institutions located in different states through research methodology workshops with hands on training, for writing a good research proposal, which includes formulating valid hypothesis, drafting appropriate



study design, collecting, documenting and analyzing data as well as communicating the research findings in a scientific journal. After attending the research methodology workshop, the young faculties up to age of 45 years are given one-time SEED grant upto Rs 15 lakhs. The young faculties after completion of SEED grant project are encouraged to publish the paper.

3.17 The **Division of Administration** deals with all types of administrative, policy and service matters of the ICMR Hqrs. employees at the ICMR Hqrs. Office.

3.17.1 The **Personnel Section** of the ICMR Hqrs. Office deals with all types of administrative, policy and service matters of the scientific staff working in the Council's 26 permanent Institutes/Centres.

3.17.2 The **Administration-II** Section co-ordinates with the ICMR permanent Institutes/Centres with regard to policies matters besides handling meetings such as Governing Body, Scientific Advisory Board, Executive Committee, Biomedical Research Board, ICMR Awards distribution function etc.

3.17.3 The **Administration-III** Section deals with telephones bills.

3.17.4 The **Administration-IV** Section deals with the preparation of Monthly Pay Bills etc.

3.17.5 The **Store Section** of the ICMR Hqrs. Office deals with the purchase and issue of the different type of items.

3.17.6 The **Maintenance Unit** looks after the maintenance of buildings, equipments etc.

3.17.7 **Hindi Section** handles all work relating to the official Language.

3.17.8 **Vigilance Section** deals with complaints regarding corruption, misuse of official power, malpractice etc. against the officials of the Council.

3.17.9 The **Finance & Accounts Section** of the ICMR Hqrs. handles all budget related work of the Council.

3.17.10 The eight sections of Accounts in the ICMR Hqrs Office deal with the work ranging from audit/admission of bills to grant advances to individuals etc., provident fund, GSLIS, Travel funds, preparation of annual accounts, release of grants, pension and related issues, internal audit, Comptroller and Auditor General paras etc.

3.18 Each section is tasked with the responsibility of managing the intramural activities of that Division through the respective Institutes/Centres. The extramural activities are handled by the respective Division at the Headquarters.

3.19 The decision making process involves processing of administrative and scientific issues by the

subordinate officials on file for a decision by the Addl. DG, Heads of Divisions respectively.

3.20 Proposals requiring the approval of the DG are submitted through the Addl. DG and Heads of Divisions.

3.21 All proposals having a financial implication are examined by the Finance section in consultation with the Sr. Financial Adviser before their submission to the DG.

#### 4. Norms set by it for the discharge of its function

4 The Council discharges its functions in accordance with the provisions contained in its Rules and Regulations, Bylaws and the extant administrative and financial norms prescribed by the Government of India for its employees.

#### 5. The rules, regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its function

5 The Council holds under its control the Rules & Regulations of the Council, and its Bylaws.

#### 6. Statement of categories of documents that are held by it or under its control

6 The Council holds under its control files dealing with the processing of extramural research proposals, the files relating to the intramural work assigned to the different Divisions at the Headquarters including references received from the Permanent Institutes. All files relating to the employees working in the ICMR Hqrs. The files relating to the budget of the Council, GPF/CPF of the employees and investment under these Funds.

#### 7. The particulars of any arrangement that exists for consultation with, or representation by the member of the public in relation to the formulation for its policies or implementation thereof;

7 While there is no provision requiring the association of members of the public on its various committees etc., the Council actively avails of the services of eminent scientists working as well as retired on its Boards/Committees/Bodies viz Scientific Advisory Group/Scientific Advisory Committee, Scientific Advisory Board.

#### 8. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and so to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;

8 The following Bodies/Committees/Boards are in existence under the Council:

- a. Governing Body (GB)
- b. Executive Committee (EC)

- c. Scientific Advisory Board (SAB)
- d. Scientific Advisory Group (SAG)
- e. Scientific Advisory Committee (SAC)
- f. Project Review Committee (PRC)

The deliberations of these committees are not open to the general public.

- 9 Directory of the officers and employees of the ICMR Headquarter (Attached link).
- 10 The monthly remuneration received by the officers and employees of the ICMR Headquarter (Attached link).
- 11 The budget of the Council for the year 2019-2020 (Attached link).
- 12 The Council does not deal with any programme involving release of subsidy.
- 13 The Council does not grant any concessions/permits/authorizations.
- 14 The information with regard to ICMR is available in electronic form on ICMR website: [www.icmr.nic.in](http://www.icmr.nic.in).
- 15 The Council furnishes information on request to any citizen visiting its office. It also places many scientific documents/reports on this website as a regular feature.
- 16 The names designation and other particulars of the public information officers (Attached link)
- 17 Such other information as may be prescribed and thereafter update these publications every year. [updated on .....]