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INDIAN COUNCIL OF  
MEDICAL RESEARCH | NATIONAL INSTITUTE OF  
OCCUPATIONAL HEALTH

आई सी एम आर-राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान

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

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

No. 1/NIOH-CWMC/2022-23/919

Dated: 24.08.2022

**OFFICE ORDER**

30 AUG 2022

Sub: Submission of requests for Mandate Forms under extramural funded projects – reg.

Few cases have come to the notice of the undersigned that the requests for Mandate forms which require to be submitted to the funding agencies as part of codal documents are not received well in time. As you are aware that the Accounts Officer does not empower to issue mandate forms without prior approval of Competent Authority and hence requires to be processed by office for necessary approvals and also need to be endorsed by bank officials which warrants some time to complete this process.

In order to avoid last minute rush and also delay in submission of project proposals to the respective funding agencies, it has been decided by the undersigned that the requests from concerned Principal Investigators for mandate forms should be submitted to the project cell of Account Section at least 7 days in advance with approval of competent authority.

This is for necessary compliances.

*Santasabuj Das*  
(Dr Santasabuj Das)  
Director-in-Charge

To.

1. All concerned.
2. OIC, ROHCS, Bangalore for necessary compliance.
3. Dr. D P Singh, Sci-C for uploading the order on Institute portal.

Copy to.

1. AO, ICMR-NIOH.
2. ACO, ICMR-NIOH.
3. Project Cell
4. Office Copy.

*Ms. Salony for n.a. - pls!*  
*[Signature]*  
20/08/22