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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

संख्या 1/Vigilane/2025-26/1745

Date: 08/12/2025

**परिपत्र/CIRCULAR**

विषय: प्रोजेक्ट स्टाफ के प्रति व्यवहार एवं अनचाहे / गैर-आधिकारिक कार्य सौंपे जाने के संबंध में – reg.  
**Sub:** Conduct towards Project Staff and Assignment of Unwanted / Non-Official  
Tasks – – reg.

ICMR द्वारा परिपत्र संख्या Vig/ICME-Hqrs/01/(07)/2025 दिनांक 25.11.2025 के माध्यम से प्रोजेक्ट स्टाफ के प्रति मर्यादित आचरण एवं विनम्र व्यवहार बनाए रखने के निर्देश दिए गए हैं, जिसे सभी स्टाफ के अवगत एवं अनुपालन हेतु प्रसारित किया जा रहा है।/ ICMR vide Circular No.Vig/ICME-Hqrs/01/(07)/2025 dated 25.11.2025 has directed about maintaining decorum and courteous behavior towards Project Staff which is being circulated to all staff for information and compliance please.

(राहुल वाधवानी)/(Rahul Wadhvani)

वरिष्ठ प्रशासनिक अधिकारी /Sr. Administrative Officer

प्रति/To:

सूचनापट्ट/Notice Board

Copy to:

- प्रभारी, ROHC(S), बेंगलुरु – आवश्यक अनुपालन हेतु / OIC, ROHC(S), Bangalore –for necessary compliance
- डॉ. एल. के. शर्मा, वैज्ञानिक-F – उक्त परिपत्र को वेबसाइट पर अपलोड करने का अनुरोध /Dr. L K Sharma, Sci-F – with a request to upload the said circular on the website
- डॉ. मिहिर रुपाणी, सतर्कता अधिकारी /Dr. Mihir Rupani, Vigilance Officer

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**VIGILANCE SECTION**

No.Vig/ICMR Hqrs./01(07)/2025

Dated: 25.11.2025

**CIRCULAR**

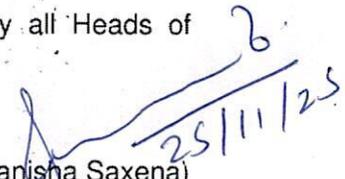
Subject: Behavior towards project staff.

It has been observed that certain instances have come to notice where project staff have raised grievances regarding inappropriate behavior and being assigned unwanted, non-official tasks by their reporting officers. Such actions not only cause discomfort at the workplace but also adversely affect the organization's image.

Accordingly, the following instructions are hereby issued for strict compliance:

1. All Project Heads/Division Heads must ensure that professional, respectful, and courteous behavior is maintained towards all project staff working under them.
2. Project staff must not be assigned any unwanted or non-official work under any circumstances.
3. Any decision regarding the termination or disciplinary action against project staff should be based on objective grounds and in accordance with established rules and procedures.
4. In case of any dispute, grievance, or dissatisfaction, the matter should be promptly reported to the concerned Section Officer or Vigilance Section.
5. All Project Heads shall ensure that a respectful, fair, and healthy work environment is maintained at the workplace.

This circular is issued for information and strict compliance by all Heads of Divisions and Project Leaders.

  
(Manisha Saxena)  
Sr. Deputy Director General (Admn.) &  
Chief Vigilance Officer

Copy to:

1. PS to DG, ICMR.
2. PS to Addl DGs ICMR.
3. PS to Sr. DDG(A)/Sr. FA. ICMR.
4. DDG(A)/ADG (A).
5. All Divisional Heads.
6. All Division/Sections.
7. The Directors/Directors-in-Charge of all permanent Institutes/Centres of ICMR.