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INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE OF
OCCUPATIONAL HEALTH

आई सी एम आर – राष्ट्रीय व्यावसायिक स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

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

No.1/Internal Committees/2025-26/२५२५

24-03-2026

OFFICE MEMORANDUM

Sub: Constitution of Committee for Internal Audit and Rationalization of Laboratory Infrastructure and Equipment -- reg.

The competent authority constitutes Committee for Internal Audit and Rationalization of Laboratory Infrastructure and Equipment comprising of following officials with roles and responsibilities given hereunder

- 1 Dr. Sumeeta Soni, Associate Professor, Microbiology, BJ Medical College, Ahmedabad
- 2 Dr. Margeyi Mehta, Assistant Professor, Biochemistry, Medical College Baroda, Vadodara
- 3 Dr. Rachana Solanki, Professor, Microbiology, MK Shah Medical College, Ahmedabad
- 4 Dr. Ankit Sheth, Sci "E", HSD
- 5 Dr. Sivaperumal, Sci "E", CSD
- 6 Dr. Varsha Dalal, Sci "E", HSD
- 7 Mr. Nishad Darji, SO-EST

Role and Responsibilities:

- To undertake mapping of laboratory infrastructure (biochemistry, microbiology, experimental toxicology, etc), including equipment, space utilization, and human resources across all units.
- To evaluate utilization patterns of major laboratory equipment and identify duplication, underutilization, and opportunities for shared use.
- To assess and recommend efficient utilization of laboratory and office space, including delineation of areas for experimental work, equipment placement, and staff.
- To recommend optimal allocation and shared access mechanisms for common laboratory equipment under a centralized framework. To guide on strengthening and expanding the role of Central Laboratory Facilities as shared platforms to enhance efficiency, reduce redundancy, and promote interdisciplinary collaboration.

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- To guide the development and harmonization of laboratory guidelines, SOPs, and operational protocols in alignment with national and international best practices.
- To advise on way forward for quality assurance mechanisms and progression towards **Good Laboratory Practice (GLP)** compliance and National Accreditation Board for Testing and Calibration Laboratories (**NABL**) accreditation in a phased manner.
- To provide recommendations on future procurement of laboratory equipment based on need assessment, existing capacity, and institutional priorities to avoid duplication.

The committee will function in an advisory and facilitative capacity, with the objective of enhancing institutional efficiency, optimizing resource utilization, and supporting scientific work across all units.

This issues with the approval of the Competent Authority.


(राहुल वाधवानी)/(Rahul Wadhvani)

वरिष्ठ प्रशासनिक अधिकारी /Sr. Administrative Officer

To,

1. All Concerned
2. AO, ICMR-NIOHR
3. ACO, ICMR-NIOHR
4. All SOs, ICMR-NIOHR
5. Director's Office, ICMR-NIOHR
6. Dr. L. K. Sharma, Sci F, IT Cell: with request to upload on ICMR-NIOH Website