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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. AC/16/Circular/2026-27/637

Date: 15 July, 2026

CIRCULAR

Sub: Agency charges for Outsourcing Agency for Project staff in ICMR Intra-Mural and Extra-Mural Projects.

Ref: ICMR Letter No. F&A/ICMRHQ/2024 dated 21 June 2024

The undersigned is directed to refer to ICMR Letter No. F&A/ICMRHQ/2024 dated 21/06/2024 cited on the afore mentioned subject that expenditure on account of charges of outsourced agency viz. Service Charges, EPF, ESIC, GST etc will be incurred from the available balance under Salaries budget of the particular project. If the balance is not available under salaries component, the same may be meet from the contingency budget of the project.

However, if the balance under salaries and contingency is not sufficient, Institutes/Centers must submit the demand to the concern Division of the ICMR Headquarters for release of additional budget. In the Intra-Mural Projects, Institutes/Centers may utilize the budget of Grant-in-Aid (General) [Sub-Head: Other Administrative Expenses] to meet out the agency charges.

In view of the above, all the Principal Investigators (PIs) are requested to take note of the above and assess the availability of funds under the Salaries and Contingency heads. In case the available balance is insufficient, a separate proposal for release of additional funds may kindly be submitted to the concerned Division of ICMR Headquarters well in advance to ensure timely release of the requisite budget.

This issues with the approval of the Competent Authority.

Sandhya
15/07/2026
(Sandhya Sharma)
Accounts Officer
For Director

Copy to:

- ✓ 1. Notice Board
2. Accounts Section
3. OIC ROHC (S), Bangalore
4. Website (NIOH)

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