



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH

**NIRBI**  
NATIONAL INSTITUTE FOR  
RESEARCH IN BACTERIAL INFECTIONS

आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान

ICMR - NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)

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

Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

No.NIRBI/Admn./Estt/2024-25/1262

Date: January 20, 2025

### **कार्यालय आदेश/OFFICE ORDER**

In accordance with ICMR Order No. 1/1/2009-Admn.II dated 20<sup>th</sup> November 2014 – Delegation of Administrative and Financial Powers to Sr. DDG(A) and Director/Director-in-Charge of the Institute and Head of the Departments to the extent as mentioned in the Annexure vide the said order and also vide ICMR Office Memorandum No. 18-01/2020-Admn.II dated 21-1-2021. Consequent upon transfer of Mr. T.S. Gopakumar, Senior Administrative Officer and Head of Office and joining of Mr. Ramesha N.M., Senior Administrative Officer at ICMR-NIRBI, Kolkata.

Accordingly, Mr. Ramesha N.M., Senior Administrative Officer is hereby appointed as Head of Office at ICMR-NIRBI, Kolkata in addition to his own duties till further orders.

Further, Head of Office can sanction and incur contingent and miscellaneous expenditure up to Rs.10,000/- in each case subject to availability of funds under both Intramural and Extramural Projects of the Institute. Head of Office will continue to be responsible for the correctness, regularity and propriety of expenditure incurred by the Officer Authorized.

If any reimbursement, prior permission/approval should be obtained from the Director and submit the copy/bill for adjustment and disbursement of payment.

The above order is effective with immediate effect.

  
निदेशक /Director

To

श्री रमेशा एन.एम., वरिष्ठ प्रशासनिक अधिकारी, आईसीएमआर-एनआईआरबीआई, कोलकाता/Mr. Ramesha NM, Sr. Administrative Officer, ICMR-NIRBI, Kolkata

Copy to:

1. सभी नोटिस बोर्ड /All Noticeboards.
2. स्थापना अनुभाग/ Establishment Section
3. नकद/ बिल अनुभाग / Cash/Bill Section
4. वेतन बिल/ कार्मिक अनुभाग / Paybill / Personnel Section
5. लेखा अनुभाग /Accounts Section
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7. पेंशन अनुभाग/Pension Section
8. परियोजना कक्ष /Project Cell
9. प्रेषण अनुभाग/Despatch Section
10. श्रीमती सहेली सामंता को इसे वेबसाइट पर अपलोड करने के अनुरोध के साथ /Mrs. Saheli Samanta, with a request to upload the same in the website.



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