

Step 1 : Login to URL : <https://intranet.nirrch.res.in/>

The screenshot shows the ICMR-NIRRCH intranet homepage. The header includes the ICMR-NIRRCH logo and the text "राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान" and "National Institute for Research in Reproductive and Child Health". The navigation menu includes Home, Admin, Library, Forms, Committees, Other Circular, and Login. Below the menu is a table of circulars.

Date	Circulars	Signing Authority
27-10-2025	The full board meeting of the ICMR-NIRRCH Ethics Committee is scheduled for December 3, 2025. Principal Investigators are requested to submit new proposals and amendment requests to the Ethics Committee office by November 6, 2025. Additionally, please ensure that continuing review reports, extension requests, and completion reports are submitted by their respective due dates. Please note that no proposals will be accepted after November 6, 2025.	Member Secretary, ICMR-NIRRCH Ethics Committee for Human Studies
27-10-2025	संस्थान के 2025 वर्दी भत्ते के लिए पात्र कर्मचारियों की अंतिम सूची सलग है।	Section Officer, Administration
24-10-2025	This has reference to Circular regarding Vigilance Awareness Week 2025 (27-31 October 2025), competition for PPT presentation on the theme "Vigilance our shared responsibility" has been extended upto 27th October 2025, kindly Email ID on "soadmin@nirrch.res.in" with cc to joshib@nirrch.res.in. Talk in Hindi on Igot Karmayogi platform course on Vigilance by Mr. Jitendra Kamra (Hindi Consultant) will be held on 31/10/2025 at 15.00 Hrs and followed by prize distribution of the awardees of the competition.	Section Officer
23-10-2025	Grant amounting of Rs. 5,22,898/- has been credited as on 16.10.2025 to DIRECTOR ICMR NIRRCH PROJECT ICMR Account No.4724 vide reference number NEFT Cr-RBISH00081120860- RBISOPFMS01-ICMR NEW DELHI. Concerned PI/Ph.D student is hereby requested to intimate Accounts Section along with necessary sanction letter on urgent basis.	Section Officer (Accounts)

Step 2 : Login using your Email and Password.

The screenshot shows the ICMR-NIRRCH intranet login page. The header includes the ICMR-NIRRCH logo and the text "राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान" and "National Institute for Research in Reproductive and Child Health". The navigation menu includes Home, Admin, Library, Forms, Committees, Other Circular, and Login. Below the menu is a login form with the following fields:

- ICMR email
- Password
- Remember Me
- Sign In

A Snipping Tool window is visible in the bottom right corner, showing a screenshot of the login page and the text "Screenshot copied to clipboard and saved. Select here to mark up and share."

3. Go to the Tab named as : Accession -> Then Clicked on Add

The screenshot shows the ICMR-NIRRH intranet dashboard. The user is logged in as Umar Ashok Gulzar. The dashboard features a navigation menu with options like Admin, Library, Forms, Committees, and Other Circular. Below the menu is a table of circulars with columns for Date, Circulars, and Signing Authority. The table contains several entries, including one dated 27-10-2025 regarding a board meeting and another dated 24-10-2025 regarding a vigilance awareness week competition.

Date	Circulars	Signing Authority
27-10-2025	The full board meeting of the Ethics Committee is scheduled for December 3, 2025. Principal Investigators are requested to submit extension requests to the Ethics Committee office by November 6, 2025. Additionally, please ensure that continuing review reports, extension requests, and completion reports are submitted by their respective due dates. Please note that no proposals will be accepted after November 6, 2025.	Member Secretary, ICMR-NIRRH Ethics Committee for Human Studies
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Step 4 : Before starting the accession process, ensure that you have obtained consent from **all authors**, as you will need to upload the **Consent Form**. Additionally, you are required to upload the **Abstract** and the **iThenticate Report**.

The screenshot shows the ICMR-NIRRH intranet accession form. The form is titled "10. Upload plagiarism report (< 12% similarity index)(.pdf only):" and includes a file upload field with "GatePass-36.pdf" selected. Below this, there are two questions: "11. If study involves jurisdiction of state government, whether study was endorsed by doctors and authorities working under the state system?" and "12. Publication charges required:". Both questions have "No" selected in the response field. At the bottom, there are four checkboxes for declarations, all of which are checked. A "Submit" button is located at the bottom right of the form.

10. Upload plagiarism report (< 12% similarity index)(.pdf only):
 Choose File GatePass-36.pdf

11. If study involves jurisdiction of state government, whether study was endorsed by doctors and authorities working under the state system?
 No

12. Publication charges required:
 No

On behalf of all the authors, I declare that the information provided above is true and signed consent has been taken from all co-authors.
 I declare that the manuscript is being submitted as per the 'ICMR Policy on Research Integrity and Publication Ethics' guidelines.
 I agree to submit a new accession form for this manuscript if there is change in the list of sequence of addition/deletion of authors.
 I agree to submit a new accession form for this manuscript in case I require publication charges.

Submit

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Step 5 : After filling all the details clicked on submit. The Accession form preview will get open with its all attachments.

Preview of Accession Form Submission

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ICMR-National Institute for Research in Reproductive and Child Health
Indian Council of Medical Research
Jehangir Merwanji Street, Parel, Mumbai-400 012

Accession Form

Title of the manuscript/abstract:	hghgh
Category:	Original article
Journal/Conference/Book/Other:	Journal
Authors (in the order of manuscript):	Ram Kisor Mohan singh
Corresponding author:	m , k n , mohan, k m kanithkar

Step 6 : Check all the details in the preview. If you fill it good to go. Then click on Final Submit.

Journal/Conference/Book/Other: Journal

Authors (in the order of manuscript):	Ram Kisor Mohan singh
Corresponding author:	m , k n , mohan, k m kanithkar
Does the study involve human participation?	No
Does the study involve use of animal?	No
If study involves jurisdiction of state government, whether study was endorsed by doctors and authorities working under the state system?	No
Publication charges required*	No
Have you taken support from institute for publication in last two years?	N/A
How many times?	N/A
Currently, select budget:	N/A Budget
Currently, Amount required (in INR):	N/A

Declaration:
I, on behalf of all the authors, I declare that the information provided above is true and signed consent has been taken from all the authors.

[← Back](#) [Final Submit](#)

Step 7 : Now, Click on View to See the accession that you have completed.

Free Nextjs Template x Free Nextjs Template x Sign Up Page | Free N committees2025.pdf x ICMR-NIRRRCH x Instruction for access: x +

intranet.nirrrch.res.in/scientist/dashboard

ICMR NIRRRCH राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान
National Institute for Research in Reproductive and Child Health

Admin Library Forms Committees Other Circular Umar Ashok Gulzar

Home Circular Accession Employee Details Gate Pass ID Card Appointment Change password Logout

Date	Circulars	Signing Authority
27-10-2025	Mr Ramesh Shinde w farwell event is organ serving the institute for 30 years. To commemorate his contributions, a small 3.00 PM at the Shanta Rao Auditorium. Everyone is invited to attend.	Deepak Modi
27-10-2025	The full board meeting of the ICMR-NIRRRCH Ethics Committee is scheduled for December 3, 2025. Principal Investigators are requested to submit new proposals and amendment requests to the Ethics Committee office by November 6, 2025. Additionally, please ensure that continuing review reports, extension requests, and completion reports are submitted by their respective due dates. Please note that no proposals will be accepted after November 6, 2025.	Member Secretary, ICMR-NIRRRCH Ethics Committee for Human Studies
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https://intranet.nirrrch.res.in/sci/accession/25/view/

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Step 8 : List will be like Below with all the details:

Free Nextjs Template x Free Nextjs Template x Sign Up Page | Free N committees2025.pdf x ICMR-NIRRRCH x Instruction for access: x +

intranet.nirrrch.res.in/sci/accession/1081/view

ICMR NIRRRCH राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान
National Institute for Research in Reproductive and Child Health

Admin Library Forms Committees Other Circular Dr. Geetanjali Megharaj Sachdeva

Home Circular Accession Employee Details Gate Pass ID Card Appointment Change password Logout

Download	Serial No.	Date	Title	Submitted by	Director	Committee	Delete
	656748130	27-10-2025	Endometrial Methyl-CpG-Binding Domain 4 (MBD4) and its relevance in DNA repair in endometrial stromal cells	Dr. Geetanjali Megharaj Sachdeva	Pending	NR	Delete
	AM/2/10-2025	15-10-2025	GPER1 (G-protein Coupled Estrogen Receptor 1): A molecular Target for Chemoprevention of Prostate Cancer	Dr. Geetanjali Megharaj Sachdeva	Approved	NR	Delete

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Thank You. If further any queries arises. Then let us know on [Intranet.nirrrch.res.in](https://intranet.nirrrch.res.in).

