

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**VIGILANCE SECTION**

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

Dated: 25.11.2025

**CIRCULAR**

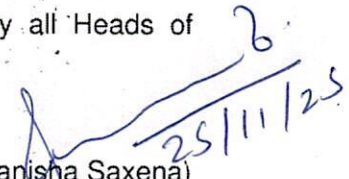
Subject: Behavior towards project staff.

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.