

**ICMR-NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE AND CHILD HEALTH, MUMBAI**

MINUTES OF THE MEETING FOR IMPROVEMENT OF EFFICIENCY AND OTHER ADMINISTRATIVE ISSUES HELD ON **23<sup>RD</sup> DECEMBER 2025** AT SR. ACCOUNTS OFFICER'S ROOM, NIRCH, MUMBAI.

The following members attended the above meeting:

1. Mr. Jitendra Kumar, Sr. Accounts Officer
2. Mrs. Sunita Khamkar, Sr. Administrative Officer
3. Mr. Rajesh Patil, Accounts Officer
4. Mrs. Akanksha Dalvi, Section Officer
5. Mr. Vishnukant Satav, Section Officer
6. Mr. Vinod Guram, Technical Officer- B
7. Mr. Girish Parab, Section Officer
8. Mr. Aditya Sarnaik, Section Officer
9. Mr. Shailendra Sangelkar, Assistant
10. Mrs. Ruchita Veerkar, UDC
11. Mrs. Seema Yadav, DEO

Background: A meeting of Sr ACO, Sr AO and all Scientists under the chairmanship of the Director was organized on 22.12.2025 in the conference room, 1<sup>st</sup> floor, NIRCH Mumbai for improvement in efficiency and ease of doing business including TA/DA of project staff, SoE/UC, etc. Subsequently, a follow-up meeting was called for by Sr. ACO on 23.12.2025 for framing SOP and remove bottlenecks, if any.

**Agenda 1; For TA/DA of project staff**

**(A) Concern:** In cases where project sites are located in remote or interior areas, it is often not feasible to hire regular vehicles. Under such circumstances, autos/rickshaws are engaged for travel to multiple remote villages, which necessitates the vehicle to wait for extended periods. Consequently, the drivers levy variable waiting charges in addition to the fare.

However, in such locations, auto drivers do not issue any bill or receipt towards the fare and waiting charges, which creates difficulty in processing and settling TA/DA claims of project staff.

**SOP:** An amount of ₹25/- (Rupees Twenty-Five only) per hour towards waiting charges, subject to a maximum of 04 hours per day, may be reimbursed to project staff who have actually paid the same.

Such reimbursement shall be subject to certification by the PI/HoD confirming that:

- (i) the waiting time charged was reasonable and unavoidable, and
- (ii) a shared auto/rickshaw was hired wherever feasible.

The above waiting charges shall be reimbursable in addition to the ceiling limit prescribed by ICMR vide OM No. 16/29/2023-Admn./E.Office:157401 dated 25.06.2025.

**(B) Concern:** In respect of TA claims on tour, copies of monthly season tickets (MST) were being submitted in support of travel undertaken on multiple days, and reimbursement was allowed for the number of days actually travelled; at the daily fare as notified by the Railways, as per the prevailing practice. However, such claims are now not being admitted, despite the same having been followed as an established practice, resulting in difficulties in settlement of TA claims.

**SOP:** It is evident that the Railways charge a higher amount for single-day travel as compared to the cost of a monthly/season ticket. Therefore, in cases where a monthly/season ticket is used, it is not desirable to reimburse the daily fare notified by the Railways merely on the basis of submission of a copy of the season/monthly ticket for the number of days travelled during the validity period of such ticket.

In this regard, the office is left with the following two options:

**(a)** Once a season/monthly ticket is admitted for reimbursement for a particular day, the same should not be presented for travel undertaken on any other day, even if such travel falls within the currency period of the season/monthly ticket.

**(b)** The daily fare during the currency of the season/monthly ticket may be reimbursed at a rate arrived at by dividing the total amount paid for the season/monthly ticket by the total number of days for which the ticket is valid.

Option (a) was not agreed to by the Scientists in the meeting held on 22.12.2025. Accordingly, Option (b) may be implemented for reimbursement of TA claims supported by season/monthly tickets.

**(C) Concern:** Reimbursement of Metro fare for TA on tour/local travel is not being admitted in the absence of submission of the Metro ticket, which causes difficulty in settlement of TA claims, particularly in cases where no physical ticket is available for submission.

**SOP:** As the Metro is now issuing paper tickets, reimbursement of Metro fare for TA on tour/local travel may be admitted on submission of the Metro ticket, subject to the ceiling limits prescribed by ICMR vide OM No. 16/29/2023-Admn./E.Office:157401 dated 25.06.2025.

**(D) Concern:** Fare reimbursable from Naigaon Clinic to the Institute.

**SOP:** Even where travel is undertaken in public interest or on official tour by regular staff, no reimbursement shall be admissible if such travel falls within a radius of 8 km from the Headquarters (H.O.), as monthly TA is already being provided for the said area.

However, in respect of staff who are not in receipt of monthly TA, reimbursement may be considered only to the extent of the minimum fare of ₹31/-, subject to fulfilment of other applicable conditions. However, waiting charges as at (A) may be considered, if any.

### **Agenda 2; timely processing of the bill by Stores department**

**(A) Concern:** Stores Section raised the concern that many a times bills received with the material and issue slips are not submitted to the stores which cause delay in processing the bills.

**SOP:** Bills should be submitted by the end user along with the issue slip by next working day of receipt of the material/installation (in case of equipment).

**(B) Concern:** Many a times, part payment is insisted for by the end user which cause administrative issue to deal with the supply of material.

**SOP:** As per extant guidelines; In no case part payment is done except provision like staggered delivery, etc is made in the PO/Contract itself.

### **Agenda 3; timely submission of SOE/UC and other issues w.r.t. A/cs.**

**(A) Concern:** Finance and Accounts Division raised the concern that SOE/UC is issued almost on daily basis which hamper other important work like payment, etc.

**SOP:** Sr ACO raised the issue in the meeting of Scientists also and it was agreed that the demand of SOE/UC would be raised to Finance & Accounts Division on Qtrly basis through dedicated email. However, urgent demand will be considered on merit.

**(B) Concern:** The Section Officer (Accounts) raised the concern that processing and payment of bills involve multiple digital actions across various portals,

such as PFMS, TSA, ICM, DSC, etc., in addition to the required manual processes, which necessitate additional manpower.

The situation worsens after the month of December, as the portals experience heavy traffic and congestion, resulting in delays in processing and payment of bills.

**SOP:** The SOs (Stores, Admin and Accounts) may work in tandem. So far as the requirement of manpower is concerned, Sr. Administrative Officer will appreciate to allot two YPs (already advertised) to the F & A Division at the earliest.

**(C) Concern:** Shri Rajesh Patil, ACO, raised the issue of acute space constraints in the Finance & Accounts Division. He highlighted that the available space is so inadequate that even the movement of staff is restricted. Owing to the space crunch, files and important vouchers are being kept in a haphazard manner, which may adversely affect record management and efficiency of work.

**SOP:** The concern is noted and already brought to the kind notice of the competent authority and it will be again discussed with the competent authority in due course.

The meeting ended with vote of thanks.

**This has received the due approval of the Director, NIRRCH.**

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