

**ICMR – NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE & CHILD HEALTH
MUMBAI**

No.ICMR-NIRRCH/25-26/F&A

23rd February 2026

CIRCULAR

As per the ICMR Headquarters directives, all payments due are to be made preferably on or before 10.03.2026. Thereafter, we may have to surrender the funds and wait for the next financial year for receipt of funds.


The issue was discussed with the Director, ICMR-NIRRCH, and it has been decided that we need to speed up the payment process, and all dealing hands may be asked to attend the office on holidays (Saturday/Sunday). **The concerned Section Officer/Incharge will monitor the preparation of bills and payments thereon personally on a day-to-day basis.**

The Maintenance Division is requested to process the payment files/payment orders immediately so as to reach the Finance & Accounts Division by 6th March 2026.

In this regard, a meeting has been scheduled on 24.02.2026 at 10:00 a.m. in the Conference Room. The following officers are requested to attend the meeting in person:

1. Sr. Administrative Officer
2. Sr. Accounts Officer
3. Section Officers (Administration, Establishment, Stores, Accounts, Pay Bill)
4. Project Cell Incharge
5. Mr. Jagdish Patharwat, Technical Officer 'C'
6. Mr. Vinay Koli, Technical Officer-2

This is issued with the approval of the Sr. Accounts Officer.


Rajesh K. Patil
Accounts Officer

Copy to:

1. PS to Director
2. All Concerned