



आई.सी.एम.आर.-राष्ट्रीय कैंसर रोकथाम एवम् अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवारकल्याण मंत्रालय, भारत सरकार

ICMR- National Institute of Cancer Prevention and Research
Department of Health Research,
Ministry of Health & Family Welfare
Government of India,

17 POINTS - INFORMATION PROVIDED AS PER THE SECTION 4 (I) (B) OF THE
RIGHT TO INFORMATION ACT - 2005

I - 7, Sector 39, Noida,
Uttar Pradesh 201301

Tele: 0120-2446938, website: www.nicpr.res.in

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1. Particulars of organization, functions and duties

National Institute of Cancer Prevention and Research is a permanent Institute of the Indian Council of Medical Research under Department of Health Research, Ministry of Health and Family Welfare, Government of India.

NICPR was initially established as Cytology Research Centre (CRC) by the Indian Council of Medical Research (ICMR) in 1979, and was elevated to the level of an Institute in 1989. It was granted national status in 2016 acknowledging its mandate and contributions towards cancer prevention. The institute has broadened its horizon to cater to prevention of prevalent cancers in the country. The thrust areas of research include pre-cancer and cancers of the uterine cervix, breast and oral cancers. NICPR has since made significant contributions in the field of cervical cancer research. The concept of clinical downstaging, visual inspection of cervix with selective cytology screening and development of novel diagnostic approaches for HPV and other oncogenes have been introduced for screening and early detection of cervical cancer.

- The mandate of the Institute is to conduct Multidisciplinary high quality research in major cancers of the country with special reference to cancers of uterine cervix, breast and oral cavity.
- To promote clinico-epidemiological cancer research to determine social, environmental and genetic factors underlying the high prevalence of these cancers in the country.
- Undertake research for the development of preventive and therapeutic approaches for prevention/diagnosis of cancer in community settings.
- Community intervention studies for major cancers through health system research with emphasis on primary and secondary prevention.
- Augment human resource development through formal and informal training courses and related academic programs.
- To provide specialized diagnostic referral services.

The Institute has its campus at Noida, Uttar Pradesh.

2. Powers and duties of officers and employees.

The Director heads the Institute including the Scientific, Administrative & Technical work of the Institute. The Director has been delegated Administrative and Financial powers of the Institute by the Director General, ICMR.

Scientists in various divisions and individually or as a group engaged in undertaking various research activities. Scientists carry out basic and applied research in Cancer prevention and also assist the Director in various institutional activities.

Administration is headed by the Administrative Officer who is assisted by the Section Officer and administrative staff. The Administration deals with all types of establishment and service matters, preparation of salary, stores & purchase, maintaining of service book, making arrangements for meetings and general administration etc.

Accounts Section is headed by the Accounts Officer who is assisted by accounts staff. The accounts deals with all types of financial and accounts matters of the Institute.

Technical Staff (Engineering Support) assist and support various work related civil & electrical engineering work and maintenance work of the Institute.

Technical Staff assist and support various research projects being carried out by the Scientists.

3. Procedure followed in the decision making process, including channels of supervision and accountability

The decision making process involves processing of administrative and scientific issues by the subordinate officials of concerned division/department of the Institute on file for decision by the Director. The proposal requires the approval of DG, ICMR.

All proposals having financial implication are examined by the Accounts Officer before final approval of Director.

Various Committees guide the Director in decision making with respect to various issues for example:

(a) Scientific Advisory Committee is the supreme body to provide direction for research activities. It approves and monitors various research projects being undertaken by the Scientists in the Institute.

(b) Institutional Ethics Committee provides approval by the carefully examining ethical issues in research projects undertaken in the Institute.

(c) Capital Works Advisory/Capital Works Monitoring Committee provides guidance on construction of building/new structure and monitors the progress of construction and major repairs.

(d) Internal Complaint Committee is to investigate the reports of harassment of women employees at workplace in the Institute and ensure the safety of women employees.

(e) राजभाषा कार्यान्वयन समिति looks after the implementation and promotion of official language in day to day work of the Institute.

Scientific decisions are taken by the Director on the recommendation of Scientific Advisory Committee/Institutional Ethics Committee/ /Scientific Committee

&Various Scientific Expert Group. Administrative decisions are taken by the Director as per GoI/DoPT& ICMR Rules and on the recommendation of various Institutional Committees.

4. Norms set for the discharge of its functions

The Institute discharges its functions in accordance with provisions contained in the Rules and Regulations, Bye laws and the extant administrative and financial norms prescribed by the GoI/ICMR from time to time for its employees.

5. Rules, regulations, instructions, manuals and records, held or under control or used by employees

The Institute is governed by the Rules and Regulations of ICMR and its Bye laws under its control.

6. Statement of the categories of documents that are held or under control

Service books of all the employees of the Institute, Personal files of all the staff, Pension papers of retired staff, Annual Reports, Scientific Papers published by the Institute, Library books, and records related to purchase, billing, accounts, intramural/extramural approved projectdetails and audit. Some of records are available on the website.

7. Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof;

While there is no provision for association of members of the Public on its various committees etc, the Institute actively avails of the services of the eminent scientists both serving and retired, on its various Boards/Committees with the approval of the ICMR as per rules.

8. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

The following boards/Committees are in existence under the Institute:

- i. Scientific Advisory Committee (SAC).
- ii. Institutional Ethics Committee
- iii. Capital Works Advisory Committee
- iv. Capital Works Monitoring Committee
- v. Condemnation Committee
- vi. Internal Complaint Committee

- vii. राजभाषा कार्यान्वयन समिति
- viii. Swachh Bharat Abhiyan Committee
- ix. Purchase/Technical/Technical Specification Committee

The records, deliberation of these committees are not open to the general public.

9. **Directory of scientists, officers and employees.**

Please refer to para 10 below. For more information, please visit www.nicpr.res.in.

10. **Monthly remuneration received by each of officers and employees, including the system of compensation.**

Please see annexure-1.

11. **Budget allocated, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

Year	Allotment (in Lakhs)	Expenditure (in Lakhs)
2016-17	1613.31	1393.70
2017-18	2476.32	2432.93
2018-19	1780.86	1744.73
2019-20	8876.86	6368.13
2020-21	15312.81	15256.76

12. **Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

The Institute does not deal with any programme involving release of subsidy.

13. **Particulars of recipients of concessions, permits or authorisations granted**

The Institute does not grant any concession/permits/authorization. However, relaxation in appointment is being given to employees belonging to SC/ST/OBC/PH/Ex-servicemen category as per GoI/DoPT Rules.

14. **Details in respect of the information, available to or held, reduced in an electronic form**

The information related to NICPR in electronic form is available on website: www.nicpr.res.in.

15. **Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

The Institute furnishes information on request to any citizen. It also places many scientific documents, annual reports and other related information on its website as a regular feature. As per ICMR/ Govt. of India Rules, Institute observes 5 days a week, office hours are from 9.00 a.m. to 5.30 p.m except Saturday/Sunday and Public holidays, declared by the Government of India.

16. Names, designations and other particulars of the Public Information Officers

Central Public Information Officer (CPIO):

Dr. SM Agarwal, Scientist-E
Phone- 0120-2446900(O)
E-mail: smagarwal@yahoo.com, subhash.agarwal78@gov.in

Appellate Authority:

Dr. Shalini Singh
Director
Phone- 0120-2446902
Email: director.nicpr@icmr.gov.in

Vigilance Officer:

Dr. Sanjay Gupta, Scientist-G
Phone- 0120-2446922
E-mail: sanjaydr17@gmail.com, sanjay.gupta61@gov.in

Nodal Officer for Public Grievances

DrAnuj Kumar, Scientist-B
Email: kumar.anuj@gov.in
Phone: 0120-2446900

Chairperson, Internal Complaint Committee

DrSmita Asthana, Scientist-E
Phone- 0120-2446917
Email: smita.asthana@gov.in

17. Other information.

For more info visit www.nicpr.res.in