

Director General Technical Cell
Council of Scientific & Industrial Research
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

No. DGTC/Gen/I/2013-14

Dated 17 September, 2013

Office Memorandum

Subject: Constitution of Management Audit Team

The undersigned is directed to convey the approval of DG, CSIR for constitution of "Management Audit Team" for the purpose of corporate compliance audit, initially under the supervision of Sr. Deputy Financial Adviser, DGTC, aiming at achieving zero defect perfection in functioning. The other members of the team will be identified by Sr. DFA, DGTC from the existing cadre strength in CSIR Hqrs. / Labs. / Instts. The scope of work shall cover the following:

1. Examination of operational difficulties in implementation of rules, policies, procedures and guidelines.
2. Reasons for deviations and exceptions, if any and consequences arisen out of such deviations.
3. Violations of Govt. policies occurred, if any, due to such deviations and exceptions.
4. Identification of redundancy in current rules / procedures / guidelines / instructions / policies etc. and advising divisions / sections concerned for making appropriate modifications.
5. Review and examination of pending legal / vigilance / arbitration / disciplinary cases to identify the role of either defective procedures / policies / instructions / rules / guidelines or improper implementation thereof, in emergence of such cases.
6. Causes for delays in cases and consequences thereof.
7. Manpower audit and counseling for mitigation of staff grievances.
8. Study of various audit paras and inspection reports along with consultations with internal auditors and advising CSIR Labs. / Instts. on such audit issues.
9. Any other issue as assigned by DG, CSIR from time to time.


(Rajasekhara Devaguputapu)
Section Officer, OSDD, DGTC

Sh. R.L.Sharma, Sr. Deputy Financial Adviser

Copy to:

1. US to DG, CSIR
2. US to JS (Admn.)
3. PS to FA
4. PS to CVO
5. All Directors of CSIR Labs. / Instts.
6. Head, OSDD, Unit
7. Head, DGTC
8. Director, CO
9. IT Section – for uploading on CSIR Website.
10. Office Copy.