Council of Scientific & Industrial Research
(Finance Wing)

No. SrDFA/Gen/2014

Dated: 7.2.2014

OFFICE ORDER

Subject: Re-organization of Finance & Accounts work

Consequent upon the posting of Shri R.H. Gautam, Dy. FA and Shri Ajit Singh, F&AO to the CSIR Hqrs, FA, CSIR has been pleased to approve the following allocation of work:-

1. **Shri Padam Singh, Deputy Financial Adviser**: He will look after the work of Reports, Internal Audit and IFD. However, he will continue to look after the work of Budget Division till 31.3.2014. He will take over IFD work from 1.4.2014 after relinquishing the charge of Budget Division. He shall report to Shri R.L. Sharma, Sr. DFA .

2. **Shri R.H. Gautam, Deputy Financial Adviser**: He will look after the work of Budget Division and Accounts Division. Shri R.H. Gautam shall take over the work of Budget Division from Shri Padam Singh on 1.4.2014. Shri Gautam shall report to Shri C.S. Malik, Sr DFA.

3. **Shri M.P. Goyal, Finance & Accounts Officer**: He will look after the work of Pension, Funds and Cash Sections and shall report to Shri Padam Singh, DFA.

4. **Shri Ajit Singh, Finance & Accounts Officer:** He will look after the work of CAG Audit paras and Bank Reconciliation of laboratories. In addition, he shall also look after the IFD work related to NMITLI and such other Schemes. He shall report to Shri Padam Singh, DFA.

5. It has also been decided that the Finance & Accounts Officer looking after the work of the Audit Section of CSIR Hqtrs would report to the Senior Deputy Financial Adviser (IFD).

(R.L. SHARMA) 7/2
Sr. Dy. FA (IFD)

Copy to:

1.   Shri C S Malik, Sr DFA (Budget & Accounts)
2.   Shri Padam Singh, DFA , CSIR
3.   Shri R.H. Gautam, DFA, CSIR
4.   Shri S Mukherjee, FAO , Audit Section, CSIR Hqtrs
5.   Shri M.P. Goyal, F&AO, Pension & Funds Section
6.   Shri Ajit Singh, F&AO, Reports & IFD HQtrs Controlled scheme
7.   Mrs. Divya Swaroopa, F&AO, Reports
8.   Head, PPD/ISTAD/USD/HRDG/HRDC/ESD/IPMD
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