



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No. 4-10(10)/2010-E.II

Dated: 01.04.2014

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all
National Labs/Instts. of CSIR

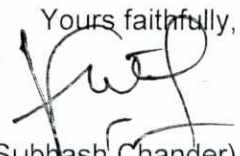
Sub: Administrative Audit - Maintenance of Service Books - reg.

Sir,

I am directed to state that it has come to the notice of Director General, CSIR that in some Laboratories/Institutes modifications in the service books/records have been carried out without the approval of the Competent Authority leading to unnecessary litigation and financial liability on the Council. Accordingly, DG, CSIR has decided that all the CSIR Laboratories/Institutes may be advised to strictly follow the instructions on maintenance of service books/records as also on modification of entries made therein to avoid recurrence of the incident mentioned above.

Further, it has also been decided by Director General, CSIR that as a measure to ensure compliance with administrative systems and procedures, administrative audit of Laboratories/Institutes shall be taken up on regular basis.

Yours faithfully,


(Subhash Chander)
Section Officer

CC:

IT Div.: - With request to upload this circular
on CSIR website.