



Phone : 23710519

Fax : (91-11) 23730937, 23730682

E-mail : cvo@csir.res.in

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110001

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**

Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

संख्या

No.

15-27(142)/2017-Vig.

Dated: - 28 Feb, 2020

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To

The Directors/Heads of all National Laborites/Institutes and Units of CSIR.

**Sub: - Instruction regarding more cautious while dealing through email where financial transactions are involved.**

Sir/Madam

Recently it has come to the notice that in one of CSIR Laboratory payment of the supplier was processed on the basis of bank details obtained through email and amount was credited on the basis of information received. It emerged that email was not from the genuine source and payment was made to wrong account instead of the account of actual supplier.

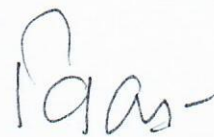
Though, email is widely used as mode of communication in Government as well as private organizations, it cannot be totally relied upon especially in the matters related to financial transactions. This channel of communication is prone to hacking and could be used for ulterior motives. Incidents of cyber fraud are increasing day by day.

Therefore, it is advised that Officials/Officers dealing with financial transactions, should obtain the desired information relating to the financial transactions at the time of submitting bids/tenders, so that they need not to get the information again. Even if, such information was given/received through emails, it should not be totally relied upon and information received through email, should be confirmed through other reliable mode of communications, before initiating any financial transactions.

Contd..../-

The above instructions may kindly be brought to the notice of all concerned for information and strict compliance.

Yours faithfully,



(Lt. Col. Vikram Singh Rana)  
Chief Vigilance Officer

Copy to: -

1. US to Director General, CSIR
2. PS to Joint Secretary (Admn.)
3. Sr. DS/DS/US/Sr. COA/COA/AO of all CSIR, Labs. /Instt and Units.
- ✓ 4. Head, IT Division with the request to upload this letter on the CSIR website.
5. Office Copy