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प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

Dated: 12 July 2017

SPEED POST / स्पीड पोस्ट

To

The Directors/Heads of all
National Laboratories/Institutes of CSIR.

Sub: Safe Custody and Proper Maintenance of Financial Instruments.

Sir,

An instance came forth to the knowledge of the undersigned which inter-alia indicated that proper procedures were ostensibly not being adhered to, in respect of safe custody and proper maintenance of Financial Instruments.

It is pertinent to note that the instructions regarding proper procedure for safe custody and maintenance of Bank Guarantees or other instruments were available under Rule 205(2) of GFR 2005, which are now available under Rule 226(ii) of GFR 2017. It is therefore impressed upon all concerned that these rules should be strictly conformed to.

However, the reference to the rules quoted above is illustrative and not exhaustive, hence all other extant rules, regulations and instructions on the subject may also be adhered to, so as to ensure the safe custody & maintenance of all Financial Instruments and to enable the authorities to fix responsibility in case of any deviation.

Yours faithfully,

(Major Rana Vikram Singh, IRTS)
Chief Vigilance Officer

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1. US to DG, CSIR.
2. US to JS(A), CSIR.
3. O/o FA, CSIR.
4. All Sr. CoSP/CoSP and SPOs of CSIR Labs/Institutes.
5. All Sr. COAs/COAs/AOs of CSIR Labs/Institutes.
6. All Sr. DFA/DFA/Sr. COFA/COFA/FAO of CSIR Labs/Institutes.
7. All Sr. DS/DS/US of CSIR Hqrs./CSIR Complex.
8. Head IT- for placing it on the CSIR website.