

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली - 110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

No.: 5-1(880)/2024-PD

Dated: 23.08.2024

**OFFICE MEMORANDUM**

**Sub.:** Establishment of Administrative Audit Division (AAD) at CSIR-Hqrs – reg.

The undersigned is directed to state that with a view to provide an objective review of administrative functions and to assist organization in improving operating procedures, the Director General, CSIR is pleased to accord approval for establishment of Administrative Audit Division at CSIR-Hqrs. which shall work under direct supervision of Joint Secretary (Admn.), CSIR to determine the level of compliance of CSIR objectives, directives, policies, systems and procedures within administration.

2. The sanctioned strength of the Administrative Audit Division (AAD) shall be as under:

Post	Sanctioned Strength
Deputy Secretary	1
Under Secretary	1
Section Officer (G)	2
Assistant Section Officer (G)	3
Junior Secretariat Assistant (G)	1

3. The above Sanctioned Strength is within the overall sanctioned strength of CSIR-Hqrs.

4. The Administrative Audit Division (AAD), CSIR-Hqrs will assign the Administrative Audit related work to a core team of officers drawn from CSIR Labs/Instts./Units in addition to the existing work assigned to them without any additional remuneration.

  
(M. Arun Manikanda Bharathi)  
Under Secretary (PD)

**Copy to:**

1. The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units
2. Heads, All Scientific Directorates of CSIR-Hqrs.
3. O/o DG, CSIR
4. O/o JS, (Admn), CSIR
5. O/o FA, CSIR
6. O/o CVO, CSIR
7. O/o LA, CSIR
8. All Sr.DS/Sr.CoA/DS/CoA/US/AO of all CSIR National Labs./Instts./Hqrs./Units
9. All Sr.DFA/Sr.CoFA/DFA/CoFA/FAO of all CSIR National Labs./Instts./Hqrs./Units
10. Sr. DS (Central Office)
11. Sr. DS (HR)
12. CSIR website
13. Office Copy