

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific and 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 : 09.07.2025

OFFICE MEMORANDUM

Sub : Renaming of Administrative Audit Division (AAD) as Administrative Inspection Cell (AIC) at CSIR- Hqrs -reg..

In continuation of CSIR OM of even number dated 23.08.2024, the Competent Authority has decided to rename the Administrative Audit Division (AAD) as "**Administrative Inspection Cell**" to inspect and suggest measures to implement various administrative orders for system improvements.

Remaining paras of the OM of even dated 23.08.2024 will remain unaltered.



(अमरेन्द्र कुमार/Amrendra Kumar)

अवर सचिव (नीति प्रभाग)/Under Secretary (Policy Division)

Copy to:

1. The Directors/Head of all the CSIR Labs/Instts/Hqrs/Units
2. Heads of 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
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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.

 23⁰⁸/₂₀₂₄

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

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