

### Reports Section

S. No.	Details of work/services done by the Section	Assistant Section Officer	Section Officer	Finance & Accounts Officer	Deputy Financial Adviser
1	Submission of (a) Action Taken Report (ATR) to PAC (b) Action Taken Notes (ATNs) to Audit/ Monitoring Cell. Upload all the ATN/ ATR on the portal namely "APMS" maintained by the O/o CGA. Submission of Reply of Factual Statement, Draft Para to Audit. Coordination with Audit Party during the conduction of Transaction Audit as well other special Audit except SAR. Submission of Misc information related to CAG para, as and when, sought by Ministry of Finance, Parliamentary Committee, Office of CAG, DSIR. As per agends of SAC meeting, preparation of presentation slides related to CSIR. Initiation of file related to "Entrustment of Audit". Submission of Reply of Inspection Reports Paras of CSIR Hqrs to Audit. Submission of quaterly statement related to status of ATN/ ATR on CAG/PAC paras to Monitoring Cell and Ministry of Finance.	Sh. Ashish Gupta	Sh. Mahabir Singh	Sh. Satish Kumar	Sh. S. Chatterjee
2	Maintenance of OB and BR Records. Works related to Inspection Reports of CSIR and its all constituents Lab/ Institutes. Works related to Ad-hoc Committee for the settlement of outstanding paras of all CSIR Labs and Institutes. Works related to submission of quaterly Hindi Report. Works related to Audit Fee. Works related to RTI.	*'			

\* directly done by SO (F&A) with the help of Ms Neeraj, Sr. Steno