



CENTRAL POLLUTION CONTROL BOARD, DELHI
Parivesh Bhawan, East Arjun Nagar, Delhi-110 032
(CPCB-Quality Cell)

Dated: 07th January, 2019

F. No-A-11018/02/Office Order/2018/QC-NABL/1930

REVISED SCHEDULE

Sub: Internal Audit of CPCB, Central Laboratories, Headquarters, Delhi.

In continuation of earlier Officer Order even no. dated 14th December, 2018, it has been decided to carry out split Internal Audit as per the availability of the Internal Auditors and individual Laboratory officials which will be held during 17th to 24th January, 2019. In the context the revised schedule along with the dates of Audit is given below

Schedule for Split Internal Audit of Central Laboratories

S. No.	Date of Internal Audit	Laboratory/Area	Team Leader/Auditors
1)	17 th January, 2019	Bio Science Laboratory	Sh. G. K. Ahuja, Scientist 'D', Mrs. Gargi Gurtu, SSA Observer
2)	18 th January, 2019	Instrumentation Laboratory	Sh. V. K. Shukla, Scientist 'D', Sh. B. Kumar, Scientist 'D', Sh. R. C. Rajput, Scientist 'B'
3)	21 st January, 2019	National Reference Trace Organic Laboratory	Mrs. Namita Mishra, Scientist 'C', Sh. Satish Kumar, SSA, Mrs. Dolly Kulshreshtha, SSA Observer
4)	22 nd January, 2019	Water & Wastewater Laboratory	Dr. R. C. Srivastava, Scientist 'D', Sh. Abhijeet Pathak, Scientist 'C', Mr. B. K. Jena, Scientist 'B'
5)	23 rd January, 2019	Air Lab + Air Monitoring Station	Sh. N.C. Durgapal, Scientist 'E' (Team Leader), Dr. Yogita Kharayat, Scientist 'B', Sh. Vinay Upadhyay, Scientist 'B'
6)	23 rd January, 2019	Management System	Sh. Sanjay Kumar, Scientist 'D', Mrs. B. Sasi Devi, SSA
7)	24 th January, 2019	Review and Closing meeting	Team Leader, Technical Manager, Quality Manager and Competent Authority of CPCB.

The Internal Auditors are required to conduct both horizontal and vertical assessment as per requirement of ISO/IEC 17025:2005. The other tasks mentioned in the previous order will remain the same. The following technical and system requirements may be taken into consideration during the Internal Audit:

The revised split schedule for Internal Audit issued with the approval of the Competent Authority, CPCB.

(Dr. Sanjeev Agrawal),
Additional Director, Divisional Head
In-Charge Biosc. (BTM) Labs &
Quality Manager-Quality Cell, CPCB

To,

- 1) All Internal Auditors by Name: -
- 2) All laboratory In-Charges, HQ, Delhi: for information and necessary action please.
 - i) Divisional Head & In-Charge, Air Laboratory;
 - ii) Divisional Head & In-Charge, Bioscience Laboratory
 - iii) Divisional Head & In-Charge, Instrumentation Laboratory
 - iv) Divisional Head & In-Charge, National Reference Trace Organic Laboratory
 - v) Divisional Head & In-Charge, Water & Waste water Laboratory

C.C.:

- 1) PS to MS: For kind information please
- 2) PS to CCB: For kind information please
- 3) PR Division: For Booking of Conference Hall (II- Floor) & arrangement of Tea/Snacks on 24th January, 2019
- 4) D.H. & In-Charge I.T. Division: To upload the revised split schedule on CPCB Website.
- 5) Office Order File, Quality Cell (NABL.)

(Dr. Sanjeev Agrawal)