

PURCHASE SECTION

DATE : 16.09.2021

CIRCULAR

SUBJECT: Discontinuation of Old Forms being used in NISTADS and NISCAIR Stores and Purchase Division.

It has been observed that Inspection note form/ Indent Forms/ Annexures and various other certificates being used presently not as per CSIR format and various other Annexure Forms (Indent forms ) are either not used or not as per CSIR Manual on Procurement of Goods 2019. Deviation of such forms will invite audit para and strict action from competent authority.

Further, while receiving Indent's in ERP mode the Non Availability Certificate should be recorded by Indentor as well Stores staff in consonance with para 2.4.1. thereafter funds availability will be confirmed by PME / Accounts Section.

In view of above, all the staff members of Stores and Purchase Division are requested to kindly use Indent forms , various Annexure's and Inspection Note formats devised by CSIR only and use of any such locally devised format may be discontinued immediately.

**All staff members are directed for meticulous compliance of instructions. New formats may be brought into use immediately. All such forms and indents are available on our internal website.**

  
16/9/2021  
Stores and Purchase Officer

Copy to :

1. All Notice Board
2. Head IT for uploading the same on website