

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES (NISCAIR)
DR KS KRISHNAN MARG, NEW DELHI 110012

(Reminder 2)

No.MS/3/4/(206)/2018-19

28.12.2018

Addendum

Subject: 100 % Internal Physical Verification of Assets/Non-consumable items for the year 2018-19

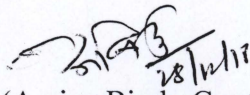
With reference to the OM of even no. dtd. 30.07.2018 photocopies of PIR/DIR were sent to individuals/HoD's for verification. It has been observed that very few individuals/HoD's have submitted verified copies of PIR/DIR to store.

An e-mail dtd. 28.12.2018 seeking a reply with reference to Audit para no. 3 (a) in Draft SAR, on the issue of non completion of physical verification of fixed assets, has been received from CSIR-HQ (copy enclosed). The matter is being treated as most urgent and the latest status on the same has been requested.

In view of above all the individuals and HoDs (in case of DIR) are requested to treat the matter as most urgent and submit the verified copies of PIR/DIR at earliest.

As per CSIR Physical Verification Procedure, the verification of assets item is to be conducted. The extract of the procedure is given below.

List of personal inventory register and divisional inventory register may be sent to all the officials and divisional heads. The divisional heads will ensure that the stock held by the individuals are verified by another individual within the section/division. The report shall be authenticated by the HOD. Where ever divisional inventory system is followed, the divisional head who is already having the list of items in his division will get the stock verified by one member of his division and submit report.


(Amiya Bindu Gupta)
SO (S&P)

To:

1. All HoDs
2. COA
3. F&AO
4. All Sectional In-charge
5. PS To Director
- ✓ 6. Head IT- With a request to host on CSIR-NISCAIR Website.
7. Notice Boards (Pusa & SVM)

Fwd: Physical verification of Fixed Assets-reg.

1 message

RAJ HANS Gautam <rajhansgautam@gmail.com>

Fri, Dec 28, 2018 at 6:40 AM

To: ankur@nistads.res.in, KSRNAIR57@gmail.com, Anand Vijay <ANANDVIJAYRAO@gmail.com>

----- Forwarded message -----

From: **Central Accounts Division** <accounts.csir@csir.res.in>

Date: Fri 28 Dec, 2018, 01:55

Subject: Physical verification of Fixed Assets-reg.

To: IMMT FAO D SETHI <fao@immt.res.in>, IMMT FAO KOLLA RAMESH <ramesh@immt.res.in>, NAL FAO M ANNADURAI <anna@nal.res.in>, NAL FAO Sunil Kumar <sunilhindustani@yahoo.com>, NML <anuj@nmlindia.org>, NML FAO ANUJ M PRADHAN <anujmpnml@gmail.com>, NISCAIR COFA RAJ HANS GAUTAM <rajhansgautam@gmail.com>, NISCAIR FAO <fao@niscair.res.in>

Cc: SK VOHRA <skvohra@csir.res.in>, SO IMMT RAKESH KUMAR <krakesh@immt.res.in>, NALACCOUNTS <NALACCOUNTS@gmail.com>, NML SO <robert@nmlindia.org>, NISCAIR ASST (F&A) ANAND VIJAY RAO <avrao@niscair.res.in>

Madam/Sir,

Kindly refer to the following Audit para appearing in the Draft SAR for the year 2017-18.

3. System of physical verification of fixed assets**(a) Physical verification of fixed assets****IICT, Hyderabad, IMMT, Bhubaneswar, IIP, Dehradun, NAL, Bangalore, NIO, Goa, NML, Jamshedpur and NISCAIR, New Delhi did not conduct physical verification of fixed assets (non-consumable) during the year.**

Accounts Division had received the earlier reply provided by the lab. However, it is requested to kindly provide the latest status of the same in r/o your Lab for further intimation to Audit.

The matter may be treated as Most Urgent.

With regards/सधन्यवाद,

Yours sincerely,

अनिसअहमद पाषा.ए/Anis Ahamed Pasha .A.

वित्त एवं लेखाधिकारी/F&AO(A/cs)

केन्द्रीय लेखा प्रभाग/Central Accounts Division

सीएसआईआर मुख्यालय/CSIR HQrs.

नई दिल्ली/New Delhi

SO (SAP) / May Kindly provide latest status of physical verification

[Signature]
28-12-18