

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

(Reminder)

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

31.10.2018

OFFICE MEMORANDUM

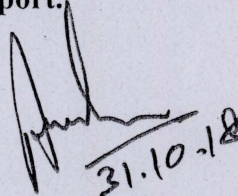
Subject: 100 % Internal Physical Verification of Assets/Non-consumable items for the year 2018-19

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.

All the individuals and HoDs (in case of DIR) who have still not submitted the verified copies are requested that the work to be completed at the earliest possible time and confirmation report sent to the Stores Section (Pusa) **on or before 30th Nov, 2018 (Monday)**. Photocopies of PIR/DIR, if required, can be obtained from Main Stores (Pusa).

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.


31.10.18
(VINOD KUMAR)
ASO (MACP)

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)