

PURCHASE SECTION

NO. MS/3/4/223/2021-2022/01

DATE: 20.1.2022

OFFICE MEMORANDUM

Subject : Regarding classification of items as Consumable in nature for R&D purpose and official use.

A committee was Constituted vide OM NO. MS/3/4/223/2021-2022/01 DT 27.10.2021 for classification of certain items as consumable in nature which are of routine office use and reflected in PIR of staff members. The said committee approved the list (copy attached herewith) and recommended for ratification and approval of the same by Management Council of NIScPR.

The list was placed as Agenda Item in the First Meeting of CSIR-NIScPR Management Council was held on 15.11.2021 wherein the MANAGEMENT COUNCIL has been pleased to approve the Agenda vide Item No. 1.2.

All such items being reflected in the PIR of all the staff members of erstwhile NISTADS and NISCAIR will be removed from their PIR and henceforth all such items purchased for official use will be treated as consumable in nature

All Staff members are requested to take note of the same and arrange to get the items removed from their PIR through Stores Section.

*Naresh*  
*20/1/2022*

Stores and Purchase Officer

Copy to :

1. PS to Director
2. PS to COA
3. PS to AO
4. CoFA
5. Head IT : with a request to upload the same on NIScPR website under notification section *& email to all*
6. Incharge S.V.Marg: for information please.
7. Notice Board

The list of such items is as follows.

Sr. no.	NOMENCLATURE OF THE ITEM(s)	Remarks for treating consumable	Maximum Cost Ceiling for consumable. (INR)
1.	Web Cam –External	After some time the image quality gets blurred or poor due to which, replacement is required.	3,000/-
2.	Pen Drive - 32 GB / 64GB /128 GB OTG 3.0	Can be affected by virus / data crash	3,000/-
3.	Keyboard / Mouse (both wired and wireless )	After certain time keys of keyboard stops functioning and mouse also stops working.	3,000/-
4.	External HDD up to 1 TB	It can be used for taking backup and storing of huge R&D Data, using the same for projects and Technologies to be transferred, Administrative / Financial Data.	5,000/-
5.	Head Phones ( Wireless and wired)	After some time the sound is not clear due to which, replacement is required.	4,500/-
6.	Electrical Kettle	Its internal metal and body gets rusted due to water quality and high usage cycle.	1,500/-
7.	Digital Wall clock	Being electrical item it has limited shelf life.	2,000/-
8.	Laptop Battery	Laptop batteries are required to be replaced depending upto its warranty and quality being purchased.	6,000/-
9.	Laser Pointer for presentation Projector		5,000/-
10.	Table Top Glass Body	Can be broken while in use	5,000/-
11.	Small Room Heater	Depending upon requirement	1,500/-

*Namg*  
20/11/2022