

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
DR. K.S.KRISHNAN MARG, NEW DELHI-110012**

No. MS/3/4/(185)/2014-15

16th September 2014
(Reminder)

OFFICE MEMORANDUM

Subject: 100 % Internal Physical Verification of Assets/Non-Consumable items for the year 2014.

In reference to OM of even number Dt. 03/09/2014, it is mentioned that Stores Section (Pusa) has still not received confirmation report from all the individuals and HoDs of having carried out 100% physical verification of Assets/Non-Consumable items.

All the concerned individuals and HoDs are requested to submit the confirmation report to Stores Section (Pusa) as soon as possible for further transmission to CSIR-HQ.

This may please be treated as most urgent.


16.09.2014

(V K JULKA)
STORES & PURCHASE OFFICER

To:

1. All HoDs
2. COA
3. FAO
4. All Sectional Incharge
5. PS to Director
- ✓ 6. Head IT- With a request to host on CSIR-NISCAIR Website.