

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
STORES AND PURCHASE SECTION**

No. NISCAIR/PRIORITY/EQPT/PUR/14-15

22.07.2014

CIRCULAR

Sub: Submission of purchase indents

In order to make smooth and timely procurement for the current financial year, it is necessary that the requirements by the respective user scientists / officers are raised immediately.

Therefore, all the employees of CSIR-NISCAIR are requested to submit their requirements on purchase indents form under capital budget heads P-50 (including IT equipment, office equipment, furniture etc.) through their HODs to the Purchase Section to be placed before the Prioritization Committee for consideration latest by 08.08.2014.

After approval of the Director, a priority list of capital items to be procured shall be made and items may be procured as and when funds under capital heads are available. Kindly note that all the purchases shall be made only as per the priority list and no other indent except under special circumstances shall be entertained.

Handwritten signature and date: 22.07.14

(V. K. Julka)
Stores & Purchase Officer

To

- 1) All HODs
- 2) COA
- 3) FAO
- 4) All Section Officers
- 5) PS to Director
- 6) Head IT- with a request to host this circular on CSIR-NISCAIR website