

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
DR. K S KRISHNAN MARG & 14 SATSANG VIHAR MARG, NEW DELHI-110012**

No. 8(7)/G/2016


Dated: 21/06/2016

OFFICE MEMORANDUM

CSIR-NISCAIR is having three staff cars, (Two Tata Indigo and One Mahindra Bolero). One Tata Indigo is being used by Acting Director, NISCAIR and remaining two vehicles are being used by NISCAIR staff for official purpose. Out of these two vehicle, Mahindra Bolero has already completed ten years and is not suitable for long journeys. It is being used for near by locations. It is therefore not possible to meet the requisition received from Project Leaders/HODs for vehicle especially for airport drop and pick up in late hours on weekends with single vehicle.

In order to manage transport arrangement especially for Airport drop and pick up, Acting Director, CSIR-NISCAIR has approved that Project Leaders/HODs may hire taxis for Airport drop and pick up from residence or office campus during non-office hours and submit the bills to Incharge, Transport for payment.

The expenditure for journey for project work will be met from Project Fund.


(Hans Raj) 21/6/16
Section Officer

Copy to:-

1. Sh. Suresh Prasad, Incharge, Transport, SVM
2. Sh. Raughbir Singh, Incharge, Transport, Pusa
3. PS to Acting Director
4. PS to COA
5. All HODs
6. PA to AO
- ✓ 7. Head, IT with the request to upload the NISCAIR website
8. Office copy