

**CSIR-National Institute of Science Communication and Policy Research
Dr. K.S. Krishnan Marg, Pusa Gate New Delhi-110012**

No. AO/NIScPR/2021

Dated : 10/11/2021

OFFICE MEMORANDUM

During an inspection of the premises by the Director along with others authorities, it was found that the corridors are littered with furniture, air conditioners, coolers and other discarded materials at many places in the laboratory. It gives a bad impression and reflects on our lack of hygiene, aesthetics and management of resources. It has been viewed seriously and it must be rectified without any delay.

All concerned are being directed to completed the formalities regarding their inventories and send these items to Store for further necessary action (reuse, disposal etc.) **within four (4) working days.**

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(R.K.S. Roushan)
10.11.2021.
Administrative Officer-I

Copy to-

- 1- PPS to Director, CSIR-NIScPR
- 2- All Hods
- 3- All Concerned
- 4- All Staff members
- 5- IT Division —Please upload on NISTADS/NISCAIR website
- 6- All Notice Boards
- 7- Office copy