

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION  
AND INFORMATION RESOURCES**

**STORES AND PURCHASE SECTION**

No.NISCAIR/EQPT/PUR/18-19

08.05.2018

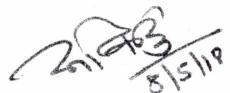
**CIRCULAR**

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 scientist/officers are raised immediately.

Therefore, all the employees of CSIR-NISCAIR are requested to submit their requirements on purchase indents form under capital budget head P-50(including IT equipment, office equipment, furniture etc.) through their HODs to Purchase Section latest by 24.05.2018

After approval of the Director, list of capital items, to be procured, shall be made and items may be procured timely keeping in view the financial year's obligations as quarterly expenditure is to be managed accordingly.

  
(Amiya Bindu Gupta)  
Section Officer (S&P)

To

- 1) All HODs
- 2) PS to Director
- 3) Head IT – with a request to host this circular on CSIR-NISCAIR website.

— Head IT RD.