

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
Dr.K.S. Krishnan Marg, New Delhi-110012 & 14, S.V. Marg, New Delhi-110067

No. CSIR-NISCAIR/Store/PIR/01/2012-13

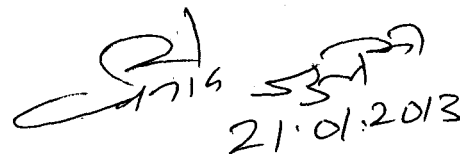
21.01.2013

OFFICE MEMORANDUM

Sub: DIR & PIR and return of store items

Director, CSIR-NISCAIR has been pleased to accord approval regarding maintenance of DIR and PIR and return of store items as follows:

1. With regard to the items issued/available in the Division under DIR, concerned Head of Division/Section will be custodian of such item(s). Alternatively, he or she can nominate any person of the Division as the custodian.
2. For the items issued in the name of the individual staff member of the Division under PIR, he or she will be the custodian of the item(s), including furniture such as Table and Chair.
3. Any item, which does not fall under DIR and PIR, the same will be put in the name of Head, Infrastructure or his/her nominee in the Infrastructure Division.
4. Stores shall accept all such items unserviceable or junk or obsolete and returned by the user and will get the same evaluated by the SDC at the earliest possible.
5. If any item is returned to Store, which is in working condition, in the case of retirement or transfer to other labs, same will be accepted in the Store and it could be reissued, when the requirement arises for the said item.


21.01.2013

Stores and Purchase Officer

To

1. Adviser, M&A
2. All HODs
3. All Sectional Heads
4. Sr. COA
5. COA
6. F&AO
7. All SOs of Admin/Finance/Stores and Purchase
8. PS to Director