

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

File No. MS/3/4/186/2014-15

22.07.2014

CIRCULAR

Sub: Loss of material and its write off

It is observed that the users of the items are not reporting regarding the loss of items to the appropriate authority.

The users are requested to report the loss of the items issued to them giving details thereof through his HODs to the SPO, Vigilance Officer and Director, CSIR-NISCAIR immediately.

Kindly note compliance of the above instructions.

CD/16 *SPO* 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