

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION  
AND INFORMATION RESOURCES (NISCAIR)  
DR KS KRISHNAN MARG, NEW DELHI 110012**

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03.09.2014

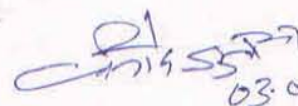
**OFFICE MEMORANDUM**

Subject: 100 % Internal Physical Verification of Assets/Non-consumable items for the year 2014

Director, CSIR-NISCAIR has been pleased to approve for conducting 100% Physical Verification of Assets items like computers, machinery & non consumable items issued to the individual officials and divisional heads at both location (SVM & Pusa). All the individuals and HoDs (in case of DIR) are requested that the work to be completed at the earliest possible time and confirmation report sent to the Stores Section (Pusa) on or before 11th September, 2014. Photocopies of PIR/DIR is being distributed to all concerned.

As per CSIR Physical Verification Procedure, the verification of assets item is to be conducted. The extract of the procedure is given below.

List of personal inventory register and divisional inventory register may be sent to all the officials and divisional heads. The divisional heads will ensure that the stock held by the individuals is verified by another individual within the section/division. The report shall be authenticated by the HoD. Where ever divisional inventory system is followed, the divisional head who is already having the list of items in his division will get the stock verified by one member of his division and submit report.

  
03.09.2014

(V K Julka)  
Stores & Purchase Officer

To:

1. All HoDs
2. COA
3. FAO
4. All Sectional Incharge
5. PS to Director
6. Head IT- With a request to host on CSIR-NISCAIR Website.