

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-1**

F.No.13-4(15)/16-17/S&P/Policy

Dated: 11th May, 2016

To

The Directors of all CSIR Labs/Instts

**Subject: Workshop for all CoSPs/SPOs at CSIR-HRDC, Ghaziabad from
01.6.2016 to 03.06.2016.**

Sir,

It is informed that CSIR-HRDC, Ghaziabad is organizing 3 days workshop for all CoSPs/SPOs from 01.06.2016 to 03.06.2016 for brainstorming on various Stores & Purchase Procedures and suggest steps to overcome the impediments observed, if any, and also suggest ways to improve the administrative efficiency of the functioning of Stores & Purchase Divisions in various CSIR Labs/Instts. It is also proposed to utilize the time for standardizing all the formats in use in Stores & Purchase Division.

You are, therefore, requested to kindly depute the CoSPs & SPOs positioned in your Lab/Instts to HRDC, Ghaziabad as stated above.

All the participants are requested to kindly intimate their travel itinerary to Shri Nadir Sheik, Scientist, HRDC, Ghaziabad (e.mail id: nadir@csirhrdc.res.in) with cc to Shri Vinay Kumar, SPO, CSIR Hqrs. (e.mail id : vinaykumar@csir.res.in), sufficiently in advance and also carry with them copies of all S&P procedures.

Thanking you

Yours faithfully



(R.K.Rao)

Sr. Controller of Stores & Purchase