



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन 2 रफी मार्ग नई दिल्ली 110001

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F. No. 13-4(10)/2015-16/S&P/Policy

Date: 19th April, 2016.

From:

संयुक्त सचिव(प्रशा.)

Joint Secretary (Admin)

BY SPEED POST

To,

The Directors of all CSIR Labs./Instts.

Subject: Monitoring formats for Physical Verification and Disposal of Stores.

Sir,

It is informed that the competent authority has desired to monitor the activities relating to physical verification of stores and disposal of stores of the CSIR Labs./Instts. at CSIR Hqrs. and accordingly the relevant formats for submission of the requisite information have been framed and enclosed at Annexure-I & II. Based on the inputs received from the CSIR Labs./Instts., DG, CSIR would be apprised of the progress.

It may kindly be noted that the progress on the physical verification is required to be submitted on monthly basis while the progress on disposal of stores is to be submitted on quarterly basis and the report from the CSIR Labs./Instts. should reach CSIR Hqrs. latest by the 7th day of the following month from the date they are due.

It is requested that the contents of this letter may please be brought to the notice of the concerned functionaries for compliance.

Thanking you,

Yours faithfully,


(R.K. RAO)

Sr. Controller of Stores & Purchase

Encl: As above.

Copy to :

- (1) PS to DG, CSIR
- (2) PS to JS(A), CSIR
- (3) PS to FA, CSIR
- (4) CoSPs/SPOs of all National Labs./Instts

ANNEXURE I

100% Physical Verification Report for the year _____*(This form contains Part-A & Part-B & should be submitted on Monthly basis)*

Name of Lab: _____

Whether the programme for 100% Physical Verification has been drawn & notified: Yes/No

If Yes, the details of the OM No. & Date:

Whether the PV activities have commenced as per schedule:

Yes/No

Part-A**100% Verification of Stores in stock ***

Type of Stores / Parameter	Position as on (Date)	% of PV Finished	Remarks
Glass ware			
Plastic ware			
Chemical			
Filter papers			
Work Shop			
Stationery			
Cleaning materials			
Electrical			
Hardware			
Building materials			
Noble Metals			
Other items			

Signature of CoSP/SPO with date: _____

* **Note:** Please ensure that 100% verification of stores in stock is completed latest by 15th May of every year.

P.T.O

Part-B

100% Verification of Stores in PIR/DIR/IIR*

100% Verification of PIR,			100% Verification of DIR, If any			100% Verification of IIR, If any		
Position as on (Date)	% of PV finished	Remarks	Position as on (Date)	% of PV finished	Remarks	Position as on (Date)	% of PV finished	Remarks

Signature of CoSP/SPO with date: _____

*** Note : Please ensure that the reports indicate the progress on monthly basis and 100% verification of PIR/DIR/IIR is completed by 30th Sep of every year.**

ANNEXURE -II**Report on Disposal of Stores***
(To be submitted on quarterly basis)

Name of the Lab: _____

Report for the quarter ending: _____

No. of lots disposed off	No. of lots pending for disposal	Book Value Charged off	OM No.& Date for Charge off	Net revenue earned for the disposed lots	Whether entries updated in concerned stock records (Stock Ledgers, PIR/DIR/IIR, USR etc.)	Remarks

Signature of CoSP/SPO with date _____

* **Note** : Please ensure that the disposal activities are initiated and completed at least twice/thrice every year.