



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन 2 रफीमार्ग नई दिल्ली 110001
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सो/No. SP-13030/20/2022-S and P-CSIR HQ

दिनांक/Date: 11/08/2023

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख
The Directors of all Laboratories/Instts. and Heads of Units of CSIR

Kind Attention: Sr. COSP/COSP/SPO

विषय/Sub: Disposal of Stores – Request for Status Report.

महोदया/ महोदय/Madam/ Sir,

During the Stores & Purchase Conclave held during 28 – 29 April 2023, it had been agreed that disposal of Surplus, Obsolete, Unserviceable stores and Scrap should be done regularly by the Labs/Instts/Units.

2. Clause 10.3 of Chapter 10 of CSIR Manual of Procurement of Goods 2019 (MPG 2019) mandates that meetings of SDC (Standing Disposal Committee) should be held **at least** twice in a Financial Year. Further, swachhata drive under Swachha Bharat Mission also expects that the disposal of surplus/obsolete/unserviceable/scrap etc. is done regularly.

3. In order to take stock of the status of disposal, you are requested to furnish a Status Report in the enclosed Format **by 31st August, 2023** through email (no physical/paper communication) at spo.hqrs@csir.res.in.

भवदीय/ Yours faithfully,

Encl: AA

(अमिय बिन्दु गुप्ता / Amiya Bindu Gupta)

भंडार एवं क्रय अधिकारी
Stores & Purchase Officer

STATUS REPORT ON SDC MEETINGS AND DISPOSAL OF STORES

[Name of the Lab./Instt./Unit]

<u>Sr. No.</u>	<u>Query</u>	<u>Response</u>
FY 2023-24 (up to 31st July 2023)		
1	No. of SDC meetings held during FY 2023-24 (up to 31.07.2023)	
2	No of disposals conducted (excluding scraps)	
3	Total Book Value of stores disposed off	Rs.
4	Total revenue realised through disposals	Rs.
5	Do you have any standing contract for the disposal of empties/paper, News Papers & Scrap etc.	YES/NO

Signature :

Name :

Designation :

Date :

(Signature of Sr. Most Purchase Officer of the Lab./Instt./Unit to be appended)