



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन 2 रफीमार्ग नई दिल्ली 110001
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सो/No. SP-13029/1/2022-S and P-CSIR HQ

दिनांक/Date: 21/04/2023

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: 100% Internal Physical Verification of Assets in PIR/DIR & Inventories including Noble Metals for the FY 2022-23 and constitution of Committee for the FY 2023-24.

महोदया/ महोदय/Madam/ Sir,

Kindly refer to CSIR letter No. 13-4(169)/21-22/S &P/Policy dated 16.12.2021 (copy enclosed) requesting all Labs/Instts/Units to complete Physical Verification of Assets in PIR/DIR & Inventories in a time bound manner as per the extant guidelines. The guidelines for conducting the physical verification and maintenance of Asset Register etc. have been issued from time to time by CSIR. All these procedures/guidelines can be seen at “**Stores-Purchase Universe**” on CSIR website.

2. As per information provided (or not) by the Labs/Instts/Units in response to CSIR letter dated 25th August 2022 the following Labs/Instts/Units have either not conducted 100% Physical Verification or not given any confirmation to that effect:

Financial Year	Labs/Instts/Units not conducted 100% Physical Verification or not responded/confirmed
2020-21	CECRI, CIMFR, CRRI, CSMCRI, HRDC, IHBT, IICB, IICT, IITR, NBRI, NCL, NGRI, NIO, NIScPR, SERC, CSIR-Cx, IPU, TKDL (18 Nos.)
2021-22	CCMB, CDRI, CECRI, CEERI, CIMFR, CRRI, CSMCRI, IHBT, IICB, IMMT, NIO, IPU, TKDL, URDIP (14 Nos.)

3. It is expected that all the Labs/Instts/Units would have completed 100% Internal Physical Verification in the FY 2022-23. It is also expected that the committee for 100% Internal Physical Verification for the FY 2023-24 must also have been constituted as per standing instructions. However, no information has been received in this regard from any Labs/Instts/Units till the last date for doing so i.e. 21.04.2023 (upto 5.30 PM).

4. You are, therefore, requested to furnish the needful information for the FY 2022-23 along with a copy of the OM conveying the constitution of Committee to carry out 100% Internal Physical Verification for the FY 2023-24 positively by 30th April, 2023 through email only (no physical/paper communication) at spo.hqrs@csir.res.in.

भवदीय/ Yours faithfully,

(डॉ अमिय बिन्दु गुप्ता / Dr. Amiya Bindu Gupta)

भंडार एवं क्रय अधिकारी

Stores & Purchase Officer

Encls: As above

STATUS REPORT ON PHYSICAL VERIFICATION ETC.

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

A. Status of 100% Internal Physical Verification of Assets in PIR/DIR & Inventories:

(i)	For FY 2022-23	[Done / Not Done]
(II)	For FY 2023-24	copy of OM enclosed

B. Maintenance of Asset Register:

(i)	Whether Asset Register is being maintained as per CSIR guidelines and in prescribed format	[Yes/No]
(ii)	Whether the Abstract Asset Register (AAR) is being maintained in the prescribed format issued by CSIR	[Yes/No]

C. Digitalization of PIR/DIR/AAR Data

(i)	Whether PIR, DIR and Stores Inventories are available/maintained in digital form	[Yes/No]
(ii)	Whether Asset Register is available/maintained in digital form	[Yes/No]
(iii)	Whether Abstract Asset Register (AAR) is available/maintained in digital form	[Yes/No]
(iv)	Whether ERP (onecsir) Material Management Module (IESP) <u>WAS</u> being used in your lab/Instt/Unit	[Yes/No]
(v)	Whether any other Software is being used for Inventory Management? If yes, please name the software.	[Name the software]

Signature:

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