



No.30-1(102)/2011-Finance  
Dated: 01.3.2011

To

The heads of all National Labs./Instts.

Sub.: Monitoring/utilization of real estate assets/property (land, building etc.) owned and controlled by CSIR.

Sir,

I am directed to invite your attention towards monitoring/utilization of real estate assets/property (land, building etc.) owned and controlled by CSIR. In this connection you are requested to kindly arrange to provide the following information/clarification/ documents in respect of your Laboratory/Institute and it's Centres/Branches etc. before 15<sup>th</sup> March, 2011.

- 1) Whether the land/building rented out or given on lease to organizations like private company, bank, telecom departments, shops, post office, electricity departments, school, etc. is with the approval of competent authority? Detailed information on these agreements and a copy of the order of the approval of competent authority may be enclosed.
- 2) Brief benefits gained by the Lab/CSIR from the leasing/renting out the real estate assets to organisations as above.
- 3) The duration of the lease/rent which has been agreed and whether continuation of the same is still required with due justification.

A 'nil' information may also be sent where no such lease/rent is applicable.

Yours faithfully,

(B J Acharyulu)  
Dy. Financial Adviser

Copy to:-

1. Head, IT for updating CSIR website
2. DS to DG, CSIR
3. PA to FA
4. US to JS(A)
5. Sr. COA / COA / AO of all national Labs. / Instts.
6. Sr. COFA/ COFA / F&AO of all national Labs. / Instts
7. Chief Engineer, ESD, CSIR Hqrs
8. Director (EC)
9. Sr. Dy. Secretaries / Dy. Secretaries/USs at CSIR Hqrs./ Complex