



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन 2 रफी मार्ग नई दिल्ली 110001
Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001



स०/No. SP-13021/7/2022-S and P-CSIR HQ (E 4161)

दिनांक/Date: 06/02/2024

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख

The Directors/ Heads of all CSIR Laboratories/Instts.

/Units

विषय/Sub: (i) Need for taking clearance from CSIR Hqrs for making payments of sitting fees of the IEMS and (ii) Furnishing of Reports

(Kind Attn: - Co-coordinators, IP-IEM Scheme)

महोदया/ महोदय/Madam / Sir,

Kindly refer to CSIR letter of even no. dated: 11/05/2023, 12/07/2023 and 11/10/2023 regarding implementation of IP-IEM scheme in CSIR and Expeditious payment of sitting fee to the IEMs as per revised SoP.

2. In this regard, I am to inform that as per the information available/provided by the Labs/Instt., the fees paid to each of the IEMs have already reached the threshold limit for the calendar year 2023.

3. You are, therefore, requested to intimate us about the meeting (s) held/to be held during the current Calendar year 2024 and expeditiously take clearance through e-mail to mail id spo.hqrs@csir.res.in for releasing the sitting fees to the IEMs without fail in each case. This is necessary to ensure the overall

threshold ceiling fixed by the Central Vigilance Commission. Also, kindly intimate us the date of payment to the IEMs after making payment to them.

4. You are once again requested to furnish the details of meetings and payments etc as per the enclosed format positively by 23rd February 2024 to the mail id spo.hqrs@csir.res.in .

Thanking You

भवदीय/ Yours Sincerely,

(सतीश चन्द्र/ Satish Chandra)

भंडार एवं क्रय अधिकारी

Stores & Purchase Officer

E-Mail: spo.policy@csir.res.in

Phone No. (O): 011- 23470330

Encls: As above

Copy for information to:

1. DG, CSIR
2. JS & FA, CSIR
3. JS (Admin), CSIR
4. CVO, CSIR
5. Head IT - With the request to publish this communication on CSIR Website under Notifications (S&P)
6. Sr. CoSP, CSIR Hqrs
7. Dr Prabakaran Palaniappan, IEM, CSIR
8. Dr Rajan S Katoch, IEM, CSIR

REPORT FOR QUARTERLY STRUCTURED MEETINGS WITH IEMs (Calendar year 2022 and 2023)

(For the period: 1st February 2022 till 31/12/2023 – Calendar year wise)

[Even if no such meeting (s) has been held with IEM till the date of report, NIL report must be submitted]

LAB/INSTT/UNIT	1 ST QUARTER DATE OF MEETING (DD/MM/YYYY)	2 ND QUARTER DATE OF MEETING (DD/MM/YYYY)	3 RD QUARTER DATE OF MEETING (DD/MM/YYYY)	4 TH QUARTER DATE OF MEETING (DD/MM/YYYY)	ADDITIONAL STRUCTURED MEETING (IF ANY) (DD/MM/YYYY)

Signature

Name:

Sr. COA/COA

DETAILS OF PROCUREMENT MEETINGS ATTENDED BY IEMs

(TENDER RELATED MEETINGS OTHER THAN STRUCTURED MEETINGS)

(For the period: 1st February 2022 till 31/12/2023 – Calendar year wise)

[Even if no such meeting (s) has been held with IEM till the date of report, NIL report must be submitted]

LAB/INSTT/UNIT	DATE OF MEETING	Category (Goods/ Services/ Works)	FILE NO.	SUBJECT OF PROCUREMENT	Agenda of the Meeting (in brief)

Signature

Name:

Sr. COA/COA

DETAILS OF IEMs' MEETINGS WITH REGARD TO DISPUTE/COMPLAINTS

(For the period: 1st February 2022 till 31/12/2023 – Calendar year wise)

[Even if no such meeting (s) has been held with IEM till the date of report, NIL report must be submitted]

LAB/INSTT/UNIT	DATE OF MEETING (DD/MM/YEAR)	Category (Goods/ Services/ Works)	FILE NO.	SUBJECT OF PROCUREMENT	NAME OF THE FIRM (Raising Dispute)	Matter of Dispute (in brief)

Signature

Name:

Sr. COA/COA

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QUARTERLY REPORT OF PROCUREMENT CASES REFERRED TO IEMs

(For the period: 1st February 2022 till 31/12/2023 – Calendar year wise)

[Even if no such reference (s) has been made to IEM till the date of report, NIL report must be submitted]

Lab/Instt/Unit	File No.	Description of procurement	Category (Goods/ Services/Work)	Estimated cost in INR	Date of first intimation to IEMs

Signature

Name:

Sr. COA/COA