



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



No. SP-13030/20/2022-S and P-CSIR HQ (E-61261)

Date: 07/02/2025

सेवा में / To,

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

Sub: Decisions emerging from the CSIR Stores & Purchase Officers Conclave 2024 – Action Points.

Madam/Sir,

As you are aware CSIR Stores & Purchase Officers Conclave 2024, was held during 11th-12th November, 2024 at CSIR HRDC. Several issues pertaining to Stores & Purchase activities were deliberated in the conclave. Further, a few issues pertaining to Stores & Purchase also emerged from CSIR F&A Officers Meet, CSIR Administrative Officers Meet held during 2024 and presentation on Audit Issues to DG, CSIR. The Competent Authority has approved the following decisions for action and compliance:

1. Non-Accounting of Project Assets

- As per CSIR Letter dated 08.02.2006 (Copy enclosed) all project assets are to be accounted and should be reflected in balance-sheet of CSIR immediately after the closure of such projects. Due to non-availability of information / report from PME about closure/completion of projects, Project Assets are not being taken into Asset Ledger of the Council.

ACTION - 1

PME should take timely call for accounting of Project Assets in terms of above referred CSIR letter dated 08.02.2006. It shall inform Stores about the closure of projects in time so as enable them to take over project assets into the assets ledger of the Lab/Instt.

2. Intimation of Project Start and Closure date by PME

- Stores & Purchase Division is often not shared Project Start and Closure dates. Therefore, they are unaware of project timeline. Consequently, it affects proper accounting of project assets.

ACTION - 2

PME shall inform the projects Start and Closure dates to Stores & Purchase Division as and when new projects are taken up or old projects are closed, so that timely procurement and asset accounting can be ensured.

3. Retention of Laptops by CCOs

- This issue has been raised during CSIR Administrative Officers meet. It has been pointed out that provisions regarding retention of laptops are not being followed by the Labs/Instts.

ACTION - 3

Relevant DoE OM's clearly stipulate that a Laptop/i-pad/Note Book could be retained at the time of transfer, superannuation or on completion of prescribed number of years etc. These instructions shall be adhered to. There is no need for seeking any approval from higher authority when rules/guidelines provide for retention.

4. Attendance of Chairman/Members of T&PC/PC

- This issue emerges from CSIR Finance & Accounts Officers meet. It has been suggested that attendance of Chairman/Members in all the scheduled meetings of T&PC/PC need be recorded and maintained mandatorily.

ACTION - 4

An appropriate online mechanism may be created by each Lab/Instt/Unit/Hqrs to keep record of attendance of each PC /T&PC meeting. In the absence of any such online mechanism, it shall be maintained in an exclusive ledger/register opened for the purpose.

5. Referring PC/T&PC files and Agenda to Admin and Finance in advance

- This issue has emerged from CSIR F&A Officers meet. The procurement proposals/files with estimated value of more than ₹10.0 Lakhs may be sent to Finance and Administration at least 2 working days prior to the meeting of PC/T&PC so that sufficient time is available for examination. Agenda for the meeting of T&PC/PC should be circulated in advance.

ACTION - 5

After fixation of schedules of meetings as per issue No. 6 (below) agenda of such meetings shall be circulated in advance through email or otherwise. Similarly, files/proposals above the threshold limit i.e. ₹10.0 Lakhs shall be sent to Admin and Finance at least two (02) working days prior to scheduled meetings.

6. Fixing Day, Time and Venue of PC/T&PC meetings

- It has been decided in the S&P Officers Conclave that organising PC /T&PC meetings and ensuring the availability of members is a herculean task. This in turn is leading to delay in procurements.

ACTION - 6

Every lab/instt shall decide and fix the day, time and venue of PC/T&PC meetings on weekly/fortnightly basis with the approval of Competent Authority and issue a standing notification. Unless intimated otherwise by Stores & Purchase Division of the lab/instt these meetings shall be held as per schedule.

7. Raising of indents by concerned users only

- Officials raising indents are often ignorant about the equipment / machinery / plant and indented by them. Often they are neither the users nor they have domain knowledge. This often results in proxy indenting.

ACTION - 7

Indent shall be raised by concerned users only. PL/HOD should not forward the ghost / proxy / shadow indents for processing.

8. Ascertaining Price Reasonability by PC/T&PC

- Concern has been raised in S&P Conclave that the aspect of price reasonability is neither checked diligently nor does the PC/T&PC record any reasoned view on this.

ACTION - 8

Price reasonability shall be certified by the IO/PL as under:
“Certified that the price is reasonable as has been established in terms of clause 7.5.6 of CSIR Procurement Manual 2019”.

PC/T&PC shall also independently consider the recommendations of Indentor/PL and a separate reasoned paragraph shall be included in the minutes of PC/T&PC regarding Reasonability of Price (RoP) while offering its own recommendations.

9. Updation of payments on GeM portal

- It has been discussed in the conclave that due to non-updation of payment details on GeM portal, Procurement Entities are being **Red Flagged** on GeM. As a result, successful bidders often decline the P.O. leading to delay in procurement.

ACTION - 9

Updation of payment details on GeM portal shall be done regularly. Purchase Division shall ensure processing/clearing the bills after CRAC generation through GeM portal upto the payment level so that Finance Officer of the lab (PAO) can update the payments accordingly. Senior Most Officers in Purchase and Finance shall ensure that the respective Divisions comply with this requirement.

10. Disposal must be taken as Regular Activity

- Disposal of surplus, obsolete, unserviceable and scrap items need to be taken up as a regular activity. This leads to blocking of valuable space and unsightly clutter.

ACTION - 10

Like procurement, disposal should be given an equal attention. Annual report shall be submitted along with Physical Verification of Stores.

11. Sharing of at least one best practice

- Best practices adopted by a Lab often remain confined to the labs, if not shared. Each lab has some or other best practice which can be replicated across CSIR. This will help CSIR as a whole as other can learn from such best practice.

ACTION - 11

Instructions issued vide CSIR DO letter No. 13030/33/2024-S and P- CSIR HQ dated 04.11.2024, (Copy enclosed) and subsequent email dated 09.01.2025 may be acted upon. Each Lab/Instt/Unit has to share at least one best practice for compilation and circulation amongst all the CSIR Labs/instts.

12. Empanelment of Pharmacies/Chemists

- Communication dated 11.04.2023 was issued on the matter. Further, it has been decided by the Competent Authority that empanelment of Vendors/Chemists will be taken up by Purchase Division. However, subsequent contract management and passing of vendors Bills etc. will be handled by Admin with the due involvement of Medical Doctor/Dispensary.

ACTION - 12

As approved by Competent Authority, the Purchase Division will do the empanelment of pharmacies/Chemists and afterwards Contract Management and passing of bills etc. shall be handled by Administration w.r.t. direct medicine purchases.

13. Timely Settlement of LCs

- This issue was raised by CAG Audit across the CSIR that establishment of LCs and its non-timely settlement in the books of account creating difference between figures appearing in the books of account v/s. the figures appearing in the records of bank.

ACTION - 13

Stores & Purchase Division shall act upon the settlement of LCs with exclusive dedicated efforts for reconciliation of LCs with the banks.

2. All the above action points are issued with the approval of Competent Authority.

भवदीय/ Yours faithfully,



(श्रीदेब नंदा/ Srideb Nanda)

वरिष्ठ नियंत्रक (भंडार एवं क्रय)

Sr. Controller of Stores & Purchase
CSIR Headquarters

Encls: As above

सूचनार्थ/Copy for information to :

1. Director General, CSIR.
2. Joint Secretary & Financial Advisor, CSIR
3. Joint Secretary (Admin.), CSIR



IMPORTANT

Fax:23711117

Council of Scientific & Industrial Research

Anusandhan Bhavan, Rafi Ahmed Kidwai Marg
New Delhi - 110 001

FROM:
FINANCIAL ADVISER

No.1(1)/Accounts/2006
Dated: 8th Feb.,2006

To

Heads of all National Labs/Instts.

Sub: Non-accounting of assets procured from externally funded projects.

Sir,

Kindly refer to CSIR letter of even number dated 6th Sept., 2000 elaborating therein a procedure for accounting of assets acquired for externally funded projects and reflection of their value in the balance-sheet of CSIR immediately after the closure of such projects. The audit has pointed out that laboratories/institutes are not taking any action as per CSIR instructions. These assets are lying in various laboratories without reflection of their value in CSIR balance-sheet.

CSIR instructions on accounting of assets procured from externally funded projects are reiterated as under:

- a. On completion of the externally funded projects, the Project Leader will intimate all concerned about the closure of the project and obtain a list of assets acquired out of the project fund along with the value and approach sponsoring/granting organization for gifting the assets are being accounted for in the Balance-sheet of CSIR which will be returned to the funding agency if asked before they are otherwise disposed of on 'as is where is basis'. Definite time frame could be worked out by the Lab for the purpose with the sponsoring agency. Project Leader will also issue instructions through the Project Monitoring Cell to account for such assets in the stores ledger as well as in the Balance-sheet of the Laboratory.
- b. The Stores Officer in turn will prepare a transfer voucher in triplicate for transferring the assets from sponsored project ledger to Laboratory Stock Ledger. In the transfer voucher reference to Project No. for which the assets were acquired, reference to both the stock ledgers (Sponsored project ledger from which the assets transferred and the Laboratory stock ledgers where the assets transferred) need to be given. One copy will be sent to Finance & Accounts section for reflection in the Balance-Sheet and another copy to Project Monitoring Cell or the project leader, as the case may be.

महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA
संयुक्त सचिव
Joint Secretary

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D. O. No. 13030/33/2024-S and P- CSIR HQ (E-147537)

Dated: 4th नवम्बर, 2024

प्रिय निदेशक / प्रमुख,

स्वच्छता सिर्फ एक रोचक नारा नहीं है बल्कि जीवन की आवश्यकता है। इसे कुछ विशेष दिनों या महीनों में प्रतीकात्मक रूप में उत्सव या समारोह जैसा मनाने की बजाय जीवनयापन के एक ढंग की तरह अंगीकार करना चाहिए। स्वच्छता को अपनी प्रकृति अपने स्वभाव में हमेशा के लिए अन्तर्निहित करना चाहिए जिससे हमारे दैनिक व्यवहार में इसकी झलक मिल सके। इसी को दृष्टिगत रखते हुए भारत सरकार ने इस वर्ष स्वच्छता अभियान की थीम चार 'एस' अर्थात 'स्वभाव स्वच्छता संस्कार स्वच्छता' रखा है।

'स्वभाव स्वच्छता संस्कार स्वच्छता' के इस उद्देश्य को उसकी सच्ची भावनाओं के साथ प्रत्यक्षीकरण करने के लिए हमें वर्तमान में चल रहे विशेष स्वच्छता अभियान 4.0 के साथ ही साथ कुछ मूर्त गतिविधियों का कार्यक्रम आरम्भ करना होगा, जिसके लिए कुछ विशिष्ट सुझाव निम्नवत हैं:

1. सरलता ही स्वच्छता (Being Simple is Being Clean) :

सिर्फ गंदगी साफ़ करना ही स्वच्छता नहीं है बल्कि कार्यालयी व्यवहार में सरल होना, सुगम होना और सहज होना भी स्वच्छता है। अभी हाल में ही मुख्य सचिवों को संबोधित करते हुए माननीय प्रधानमंत्री जी ने आह्वान किया था कि सरकारी कार्यालयों की वर्तमान पद्धतियों (work processes), अनावश्यक एवं अतार्किक निर्देशों के अनुपालन (mindless compliances) और अतिरिक्त विनियमन (over regulations) की जटिलताओं को खत्म किया जाना चाहिए।

तो आइये बदलें पुराने रास्ते : केवल परम्परा (tradition) के नाम पर या पूर्वता (precedence) को ध्यान में रखकर किये जाने वाले अतार्किक अनुपालनों (mindless compliances) को बिना सोचे विचारे अनुसरण न करके नए और बेहतर तरीके से कर सकते हैं, उदाहरण स्वरूप :

- नियमों द्वारा निर्धारित पात्रता (entitlement) के आधार पर दिए जाने वाली सुविधाओं/वस्तुओं हेतु सक्षमाधिकारी का अनुमोदन उदाहरणार्थ लैपटॉप retention के मामले।
- नियमों या मैनुअल में निर्धारित मानदंडों पर लिए गए निर्णयों पर पुनः अनुमोदन उदाहरणार्थ वित्तीय सीमा के आधार पर निविदा की प्रकृति का निर्धारण।

चलें BPR (business process re-engineering) की ओर: जैसा कहा गया है कि सरलता ही स्वच्छता है, हम अपने कार्यालयी कार्यों में, कार्यालयी व्यवहार में इस सन्देश को आत्मसात

27/11/24

कर अपनी प्रक्रियाओं का पुनराभियंत्रण कर सकते हैं। इस सन्दर्भ में प्रयोगशालाओं से अनुरोध है कि वे निम्न बिन्दुओं पर **कम से कम 1 (एक) सुझाव** अवश्य दें (नीचे दिए गए प्रारूप में) :

क. व्यर्थ हो चुकी प्रक्रियाओं / दिशा निर्देशों को कम करना / हटाना

ख. निर्णय करने की प्रक्रियाओं का प्रत्यायोजन (delegation) / अ-स्तरीकरण करना (delaying)

क्र. सं.	वर्तमान कार्यपद्धति/ विनियमन	निर्देश/ पुनरीक्षण के कारण	प्रस्तावित प्रक्रिया/ निर्देश/ विनियमन

2. संस्कार स्वच्छता स्वभाव स्वच्छता:

स्वच्छता की बात तब सामने आती है जब हमारा परिवेश अस्वच्छ हो। अस्वच्छता या गन्दगी ही न होने दिया जाए इससे बढ़कर स्वच्छता की कोई और प्रेरणा नहीं हो सकती। चार 'एस' का एक अन्तर्निहित उद्देश्य यह भी है जिससे सरकारी कर्मचारी आमूल चूल बदलाव लाकर कार्यालय के माहौल को बदल सकता है।

व्यवहार में स्वच्छता : कार्यालयों में सदियों से चली आ रही यांत्रिक और पदानुक्रम संचार व्यवस्था के स्थान पर अंतर-वैयक्तिक व्यवहारों को सहज करके, अपने दृष्टिकोण में सकारात्मक होकर और कार्यालयी कार्यों में भी सहयोग और सहकार्यता को बढ़ावा देकर सरकारी कार्यालयों के उक्त मिथक को तोड़ सकते हैं।

विचार में स्वच्छता : कार्यालय को पराया या अदृश्य सरकार का स्थान न मानकर अपने कार्य स्थल / पूजा स्थल की तरह देखें और उसे बनावटी, असंवेदनशील, शोषक की तरह न प्रस्तुत होने दें बल्कि सामान्य नागरिक के मन में उसके प्रति दृष्टिकोण बदले हमें ऐसा विचार रखना चाहिए। इसके लिए निम्न बिन्दु सहायक हो सकते हैं:

- कार्यालय के पूरे वातावरण के प्रति संवेदनशीलता जैसे 'एक पेड़ माँ के नाम'
- बिजली की बचत अर्थात् अनावश्यक उपकरणों/मशीनों/उपस्करों को बन्द रखना
- कागज़ की बचत (अत्यंत आवश्यक हो तभी प्रिंट करना) करना
- एक बार उपयोग वाले प्लास्टिक का प्रयोग बिलकुल ना करना
- कार्यालय में प्लास्टिक और यूज एंड थ्रो वाली वस्तुओं का प्रयोग न करना
- ई-कचरा एवं बैटरियों का नियम पूर्वक निस्तारण करना
- अनावश्यक पैकिंग, दिखावटी वस्तुओं से परहेज करना
- कार्यालय में रोज फूल तोड़कर लगाने और फेंकने की बजाय छोटे/आकर्षक पौधे रखना

3. चक्रीय अर्थव्यवस्था की संप्राप्ति (Circular Economy as a Goal) :

परिवेश स्वच्छता : अपने कार्यालयी व्यवहार में भी हमें इस बात को हमेशा ख्याल में रखने की जरूरत है कि कोई भी संसाधन अनंत नहीं है बल्कि उसकी एक बड़ी कीमत पूरा मानव समुदाय चुकाता है। इसलिए सिर्फ बनाओ, खरीदो और उपयोग करो का दुश्चक्र पूरी मानवता को भयानक संकट की ओर उन्मुख करेगा इसकी बजाय जरूरतों को कम करने, पुनः उपयोग करने और वस्तुओं का पुनर्चक्रण करने (Reduce- Reuse- Recycle) की रणनीति अपनानी होगी।

4/11/24

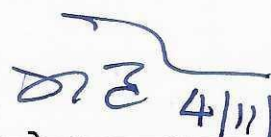
उपरोक्त तीन 'आर' चक्र के लिए यह भी जरूरी है कि जो वस्तुएं आवश्यक ना हों या जिन्होंने अपना जीवन काल (life cycle) पूरा कर लिया हो उनका समय पर निपटान (disposal) कर दिया जाए। निपटान से एक ओर जहाँ पुनर्चक्रण में सहायता मिलेगी वहीं हमारा परिवेश स्वच्छ होगा और हमें काम करने के लिए अधिक और बेहतर स्थान मिल सकेगा।

उपरोक्त बिन्दु को ध्यान में रखते हुए सभी प्रयोगशालाओं से अनुरोध है कि पुराने एवं कबाड़ हो चुके भण्डारों के निपटान को एक मुहिम की तरह आगे बढ़ाते हुए इस वित्तीय वर्ष में भण्डारों के निपटान (Disposal of Stores) पर निम्न प्रविष्टियों में जानकारी भेजें :

क्र.सं.	वित्तीय वर्ष के दौरान आयोजित निपटान	निपटान किए गए भण्डारों का बुक मूल्य (Total Book Value of Disposed Stores)	निपटान से प्राप्त राजस्व (Revenue Generated by Disposal)

उक्त बिन्दुओं को विशेष स्वच्छता अभियान 4.0 का अंग मानते हुए सम्बंधित अधिकारीगणों को समुचित निर्देश देकर इस अभियान को बढ़ चढ़कर सफल बनाएं।

स्मादर,


4/11/2024
(महेन्द्र कुमार गुप्ता)

सीएसआईआर की सभी प्रयोगशालाओं के निदेशक / एककों के प्रमुख



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Email: spo.policy@csir.res.in



सो/No. SP-13021/3/2023-S and P-CSIR HQ (E 9411)

दिनांक/Date: 11/04/2023

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

विषय/**Sub: Procurement of Medicines for CSIR Dispensaries - Clarification thereof**

महोदया/ महोदय/**Madam/ Sir,**

Reference is invited to the deliberations held during General Administration Annual meet - 2023 held on 20th and 21st January 2023 at CSIR - NIO, Goa.

2. Out of many issues deliberated during the meet, one was with regard to procurement of medicines for CSIR dispensaries in the Labs/Instts. While in some of the Labs/Instts, it is being procured by the General Section, in other it is being handled by Purchase Section.

3. In terms of Para 1.3.1 of the MPG 2019, medicines fall under definition of Goods. Hence all the medicines, for CSIR Dispensaries, must be purchased through Purchase Division of the respective Labs/Instt following procedures for procurement of Goods/MPG 2019/GFR.

4. This may kindly be brought to the notice of all concerned.

भवदीय/ **Yours faithfully,**

(सतीश चन्द्र/ **Satish Chandra**)

भंडार एवं क्रय अधिकारी

Stores & Purchase Officer

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Head IT - With the request to publish this communication on CSIR Website in the category Stores-Purchase under Notifications