

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI

No. ITeG-DIGI0E2ED/1/2025-IT-CSIR HQ (E 279938)

Dated: 31.12.2025

**Office Memorandum**

Director General, CSIR is pleased to approve the implementation of CSIR Purchase Software (CPS) initially on a pilot basis in three Delhi based CSIR Labs – CSIR-NPL, CSIR-IGIB and CSIR-CRRI for a period of one month w.e.f. 01<sup>st</sup> Jan., 2026.

2. A committee consisting of two domain experts each from Stores & Purchase, Finance & Accounts, PME and IT division shall be constituted to advise the development team of CAD-IT to incorporate the best features of ACCESS application. The aforesaid committee shall be led by Dr. Manoj Semwal, Head, IT division, CSIR Hqrs and be responsible for the implementation of the CPS.

3. During the pilot run period from 01<sup>st</sup> Jan., 2026 to 31<sup>st</sup> Jan., 2026 in the above three Delhi based CSIR Labs, all new indents except RC indents shall be processed through CPS. Further, all indents already submitted will be processed through existing mode of ACCESS. After the pilot run, the CPS shall be implemented across all CSIR Labs/Instts/Units/Hqrs w.e.f. 01<sup>st</sup> April, 2026.

4. The IT division, CSIR Hqrs will provide requisite support like hardware, technical manpower etc. to the CAD-IT team.



(Mahendra Kumar Gupta)  
Joint Secretary (Administration)

The Directors/Heads of all CSIR Labs/Instts/Units/Centres/CSIR Hqrs

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1. Sr. CoSPs/CoSPs/SPOs/Sr. Dy. FAs/Sr. CoFAs/Dy. FAs/CoFAs/FAOs/Sr. DSs/Sr. COAs/COAs/USs/AOs of all CSIR Labs/Instts/Units/Hqrs
2. Heads of PME/BDG of all CSIR Labs/Instts/Units
3. Heads of all Directorates & Divisions of CSIR Hqrs
4. DG, CSIR- for kind information
5. JS&FA, CSIR- for information
6. All concerned Officers
7. Head, IT -with a request to host this letter on CSIR website.
8. Office copy