



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



सो/No.SP-13030/55/2026-S and P-CSIR HQ (E-337840) दिनांक/Date: 29/09/2026

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक एवं एककों के प्रमुख
The Directors of all Labs/Instts. and Heads of Units of CSIR
(Kind Attn: SrCoSP/CoSP/SPO/SO(S&P))

विषय/Sub: Digitization and uploading of Legacy Data of Stores Assets and Inventory etc. on CPS

महोदया/ महोदय /Madam/Sir,

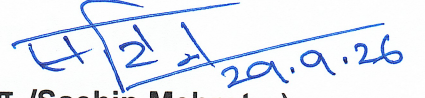
CSIR Purchase Software (CPS) was rolled out across all CSIR Labs/Instts/Units/Hqrs w.e.f. 01st April, 2026. It is presumed that by now, all concerned must have become familiar with the functionalities of CPS.

For leveraging optimum advantage of digitization of Purchase workflow process through CPS and for seamless flow of data, it is necessary to enter the legacy data of Stores, especially asset and inventory data, onto CPS. It is understood that the modalities of uploading such legacy data onto CPS have already been explained to all of you by the CPS team.

All SMPOs are, therefore, requested to ensure uploading of entire data of existing assets and inventories in the Asset Ledger/Stock Ledger upto 31st March, 2026 in CPS, ensuring the integrity and accuracy of the data. The entries should be checked carefully, preferably by two or three different teams, to ensure its correctness.

In case any further training is required with regard to uploading of the input data, the same may be intimated to the undersigned at email ID: sachin.m@csir.res.in so that the CPS team would be requested for the same. This is a one-time exercise to digitize and curate the entire legacy data of Stores. All efforts should be made to complete the task by 30th November, 2026.

भवदीय/Yours faithfully,

 29.9.26

(सचिन मेहरोत्रा /Sachin Mehrotra)

भंडार एवं क्रय अधिकारी /Store and Purchase Officer

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Copy for information to: -

1. AS & Financial Advisor, CSIR
2. Joint Secretary (Admin), CSIR
3. Sr. COSP, CSIR Hqrs
4. Sr. DFA, CAD-IT Division, CSIR Hqrs