

CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU

No:-2/1477/2021-Estt.

Dated:- 18-05-2023

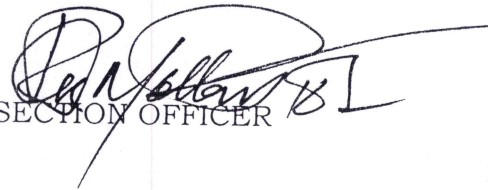
OFFICE MEMORANDUM

The Staff looking after the Stores at CSIR-IIIM Branch Srinagar is not well versed with store keeping and maintenance of the record. The Competent Authority therefore accorded approval that Sh. Satish Sambyal, SO(S&P) will be deputed to CSIR-IIIM Branch Srinagar to impart training to stores staff of IIIM Branch Srinagar for proper maintenance of record, disposal and auction of write off material and related documentation.

The precise work of Sh. Satish Sambyal, SO(S&P) at CSIR-IIIM Branch Srinagar is as under:-

1. To check the records of consumable and non-consumable stocks and verify whether it is being maintained as per CSIR stores procedure.
2. To check the AAR register (Abstract Asset Register) and prepare AAR till March 2023, so that same can be included in the consolidated AAR.
3. To prepare list of items to be disposed off along with lots i.e. unserviceable items, Furniture, E-waste, Batteries, Empties/Newspaper card boards etc.
4. To check & verify whether the PIR is being maintained as per rules and also verify the PIR items with concern holder.
5. To prepare a report along with observation on the system of stock maintenance and records.

Sh. Satish Sambyal, SO(S&P) is requested to give his suggestions for improving stores at branch Lab Srinagar.


SECTION OFFICER

Sh. Satish Sambyal,
SO(Stores and Purchase)
CSIR-IIIM, Jammu

Copy to:-

1. Head IIIM (Branch) Srinagar.
2. PA to Director.
3. PA to COA.
4. COF&A
5. SPO
6. Security Officer
7. I/C CSIR-IIIM Website with the request to upload this Office Memorandum on the Institutional Website.
8. Office Copy.