

**CSIR - NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND POLICY RESEARCH**

Dr.K.S. Krishnan Marg
New Delhi 110 012

Misc-28/NIScPR/Pur/22-23

Date: 16.02.2023

OFFICE MEMORANDUM

Subject: Transfer of inventory items to DIR.

As approved by management council of CSIR-NIScPR in its meeting held on 26.12.2022, Director CSIR-NIScPR has been pleased to approve the transfer of Digital wireless conference system and computers lying in the PIR of Shri Avinash Kshitij, Scientist to DIR-IT Division.

Hence forth, all the asset items lying in Umbrella Lounge & Vivekananda Hall will be reflected in the DIR of IT Division & custodian will be Head IT.

Stores Section will arrange to open separate DIR for Umbrella Lounge & Vivekananda Hall.

This issues with the approval of competent authority.


Stores & Purchase Officer

Copy to:

1. PPS to Director
2. PS to CoA
3. PS to CoFA
4. PS to AO
5. Notice Board
6. Head IT: with a request to upload the same on CSIR-NIScPR Website
7. Store Section: to transfer the item from PIR to DIR.