

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
PILANI – 333 031 (RAJASTHAN)**

No.COA/Misc./2023

Date: 21.12.2023


OFFICE MEMORANDUM

In order to bring accountability and effectiveness in the Inventory Management, the Director, CSIR-CEERI, Pilani has been pleased to approve the following guidelines for strict compliance by the all concerned as follows: -

Return of Items from Group Inventory: It is observed that R&D Group Head usually transfer the group inventory as per his/her wish to personal inventory of other Scientist or Technical Staff.

Hence, in order to ensure smooth and hassle free as well as best utilization of instruments; Group Inventory shall be initially transferred to the Central Store (Returnable basis). The existing standing disposal committee shall be the coordinating committee and also committee for the evaluation of items which are usable or obsolete in nature, so that further action may be taken.

Accordingly, all concerned are requested to ensure the strict compliance of the above guidelines to ensure best possible use of the Institute's Inventory.


(Jay Shankar Sharan)
Controller of Administration

Copy to :

1. Director's Secretariat
2. All Group/Divisional/Facility Heads
3. Controller of Administration
4. Controller of Finance & Accounts
5. Administrative Officer
6. Section Officer (Store and Purchase, E-I, E-II, E-III/Bills)
7. In-Charge, Chennai/Jaipur Centre
8. Head, AIT Group – With a request to upload this OM on CSIR-CEERI website.
9. All Notice Board