

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

No.COA/Misc./2024

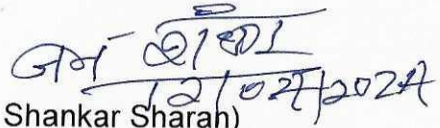
Date : 12.04.2024

OFFICE MEMORANDUM

In order to maintain transparency and accountability in the canteen related requisition, it has been decided to introduce the following arrangement:

1. Only online requisition for official order booking will be accepted by the canteen w.e.f. 16/04/2024 onwards (online link is available on CSIR-CEERI website under Canteen Booking System).
2. Project Leader/Section Head (Admin./Fin. & Accounts/Civil/Electrical/EME/Stores & Purchase) may submit the requisition to the canteen through online and subsequently hard copy of the same must be sent to the canteen with signature of respective Group Head/CoA/CoFA. Unless until duly signed hard copy is submitted to the canteen, the same will not be treated as official order.
3. Group Head/CoA/CoFA may also directly submit the requisition to the canteen online.

This is issued with the approval of the Director.


(Jay Shankar Sharan)
Controller of Administration

Copy to:-

1. All Section/Division Heads
2. Director's Secretariat - For information
3. AIT Group - Kindly upload this OM on the website of the Instt.
4. Notice Board