

**CSIR-National Physical laboratory**  
**[Stores & Purchase Division]**

**Circular**

No. NPL/COSP/Stores Rep./RC/2016

Dated march 17, 2016

Sub: Replenishment of Stores – requirement for general nature items for research activities

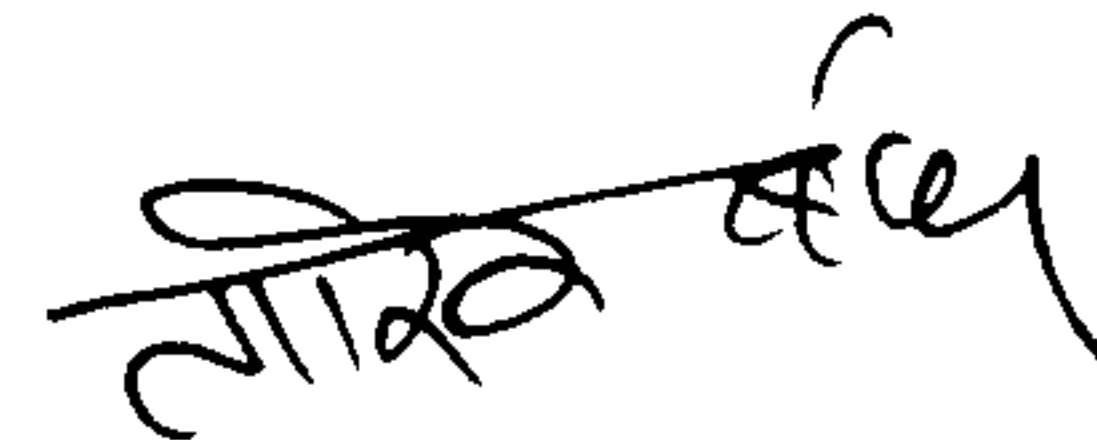
During a meeting taken by Director on 17.03.2016 at 10.00AM in Conference Room, 2 Floor, NPL; wherein all HODs/PIs/other senior officers were present; it is decided that stores replenishment in respect of following categories of items, for which Rate Contracts are in place now and which are of general use in nature & are fast moving, the minimum & maximum stock levels may be maintained with Stores Section henceforth.

1. Chemicals
2. Glassware
3. Plastic ware
4. Filter Papers

Since the practice of keeping stock in stores was discontinued in the past few years, it is decided during the above said meeting that the following sub-committee will look into the initial assessment of requirement of such items and provide relevant lists to Purchase for raising consolidated Indents for procurement of different categories of items suggested for replenishment.

1. Dr. Suresh Chand, Chief Scientist
2. Dr. Prbhat K. Gupta, Chief Scientist
3. Dr. SK Dhawan, Chief Scientist

Accordingly, all users/indenters are requested to provide requirements of such items of general use through their respective HODs in a consolidated form to the above said Sub-Committee urgently today itself for further necessary action.



**Controller of Stores & Purchase**

Copy for information and necessary action to:

1. PA to Director
2. Head, PME
3. Dr. Ajay Dhar, Chief Sct. – Head Admin.
4. Dr. Suresh Chand, Chief Sct.
5. Dr. Prabhat K. Gupta, Chief Sct.
6. Dr. S. K. Dhawan, Chief. Sct.
7. SPO
8. Stores Officer
- ✓ 9. Head, CNF is requested to post the circular on NPL Intranet/NPL All.