

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

53, University Road, Lucknow-260007

No.: BSIP/I-Estt/APV/2016-17/ 2-1506

Date: 16.03.2017

OFFICE MEMORANDUM

The following Officials have been deputed for the Physical Verification of Annual Stock in below mentioned Sections/Units/Items for the year ending 31st March, 2017:-

Sl. No.	Names of Officials	Section/Units/Items
1.	Mrs Reeta Banerjee, Technical Officer 'D'	Lab/Excursion Equipments
2.	Dr. Nilay Govind, Technical Assistant 'E'	Dark Room and Radiometric Dating Labs Equipments
3.	Sri Madhukar Arvind, Technical Officer 'D'	Herbarium
4.	Dr. Sanjai Kumar Singh, Technical Officer 'B'	Publications (Priced)
5.	Sri Pawan Kumar, Technical Assistant 'D'	Furniture, Fixture and Vehicle Equipments
6.	Sri Rattan Lal Mehra, Technical Officer 'C'	Garden Equipments and Miscellaneous Articles
7.	Sri Sumit Bisht, Technical Officer 'A'	Museum
8.	Sri T.K. Mandal, Technical Officer 'D'	Chemical, Glassware and Stationary
9.	Sri Pavan Singh Katiyar, Technical Officer 'D'	Workshop Equipments and Non-Consumable items
10.	Sri Y.P.Singh, Technical Officer 'D'	Electrical, Miscellaneous and Photo-goods

The following guidelines are to be observed by Verification Officers while making Physical Verification:-

1. A Certificate of verification of stores shall be recorded on the list, inventory stock book as the case may be.
2. Verification shall always be made in the presence of the person responsible for the custody of stores.
3. All discrepancies noticed shall be brought to account immediately so that the stores account may represent the true stock of the stores.
4. A report of shortage, damages and unserviceable stores shall be made immediately to the Competent Authority after the verification work is completed.

All concerned are requested to kindly complete the work of Annual Stock Verification and submit their reports, positively by 17th April, 2017.


(Hari Lal)
Section Officer

Copy to:-

1. Concerned persons
2. Director's Office/Registrar's Office
3. Concerned sections
4. Computer In charge- for email in everyone@bsip.res.in
5. Office copy