

CSIR-NATIONAL METALLURGICAL LABORATORY
JAMSHEDPUR-831 007

No.NML/E-I/PV/01/2022-23

Dated: 31-08-2022

OFFICE MEMORANDUM

The Director, CSIR-NML has been pleased to constitute a committee for 100% Physical verification of Stores of CSIR-NML Jamshedpur for the year 2022-2023. The committee members for the Physical Verification of Stores comprise the following: -

SL No.	Name of Group/ Division to be verified	Verification Team	
1.	Analytical Chemistry (AAC)	Dr. Jhumki Hait (Biswas), Sr. Pr. Sct.	Chairman
		Dr. Paritosh Dubey, Sr. Sct.	Member
		Sh. Pankaj Kumar, TO	Member
2.	Ferrous Processing Group (MER)	Dr. A. K. Upadhyay, Pr. T.O	Chairman
		Shri Amit Prakash, Sr.T.O.(2)	Member
		Sh. Haradhan Mudi, TO	Member
3.	Non-ferrous Processing Group (MER)	Dr. Sumanta Kr. Pradhan, Sct.	Chairman
		Sh. C Soupramanien, Sr.TO (2)	Member
		Sh. Abhishek Kr. Singh, Tech. (2)	Member
4.	Secondary & Resource Utilization Group (MER)	Dr. D. Mishra, Sr. Pr. Sct.	Chairman
		Sh. Surla Ramesh, Sr.Sct	Member
		Sh. B. Mahato, Sr. TO (2)	Member
5.	RPBD & Director Office	Dr. Palash Poddar, Pr. Sct.	Chairman
		Sh. Shashikant Choudhary, Pr. T.O	Member
		Sh. Gulshan Kumar, ASO (G)	Member
6.	Corrosion Engineering Group(MTE)	Dr. Rajat Kr. Roy, Pr. Sct.	Chairman
		Sh. D. P. Singh, Sr. T.O (2)	Member
		Sh. Mallaiah E, TO	Member
7.	Material Mechanics (MTE)	Dr. A. K. Mohanty, Pr. Sct.	Chairman
		Sh. Abhishek Kumar, Sr. Sct.	Member
		Sh. Avanish Kr Chandan, Sct.	Member
8.	Material Processing Group (MTE)	Sh. Prem kumar M, Sr. Sct.	Chairman
		Sh. Tipu Kumar, Sr. TO (1)	Member
		Sh. M. Chandra Shekhar, Pr. TO	Member
9.	Microstructural Engineering Group (MTE)	Dr. Ansu J. Kailath, Sr. Pr. Sct.	Chairman
		Sh. Chandra Veer Singh, Sct.	Member
		Md. Arif, TO	Member
10.	WSM Group (ENG)	Sh. Sumanta Bagui Pr. Sct.	Chairman
		Sh. Biraj Kumar Sahoo, Sr. Sct	Member
		Sh. Parmarth Suman, ASO(G)	Member
11.	PPE Group (ENG)	Sh. Krishna Kumar, Sr. Sct.	Chairman
		Sh. Manoj Kr. Runda, Sr. T.O (3)	Member
		Sh. Chakali Pakkiraiah, TO	Member
12.	Surface Engineering Group (AMP)	Dr. Manoj Kumar, Sr. Pr. Sct.	Chairman
		Mrs. Y. Usha , Sct.	Member
		Sh. Ravada Sheshagiri, T.O	Member
13.	Functional Materials Group (AMP)	Dr. M. M. Humane, Sr. Pr. Sct.	Chairman
		Dr. Pratima Meshram, Pr. Sct.	Member
		Sh. Binod Kalindi, Tech(2)	Member
14.	NDE & Magnetic Materials Group (AMP)	Mr. Madan M, Pr. Sct.	Chairman
		Sh. Ammasi A, Sr. Sct	Member
		Sh. Sanjay Kumar , Sr. T.O (1)	Member
15.	MNP	Dr. Sanjay Agarwal, Pr. Sct.	Chairman
		Sh. Rohit B Meshram, Sr. Sct	Member
		Sh. Sarbeswar Thatoi, T.O	Member
		Sh. Saroj Kumar, Tech(2)	Member

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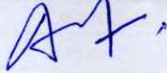
16.	KRIT	Dr. Snehashis Tripathy, Sr. Sct.	Chairman
		Dr. K Sudhakara Rao, T.O	Member
		Sh. Ravi Ranjan Kumar, SSA	Member
17.	ADMN / Medical/ Security	Sh. Roshan Kumar, Sct.	Chairman
		Sh. R. R. Srivastava, Sr. T.O(1)	Member
		Dr. N. S. Randhawa, Sr. T.O(1)	Member
18.	NML Canteen, Hostel & Mg Plant	Sh. Saurabh Shekhar, Sct.	Chairman
		Sh. A. K. Upadhyay, Sr. T.O (2)	Member
		Sh. Jyoti Kumar, Tech (2)	Member
19.	Finance & Accounts	Mrs. Rashmi Singla, Sct.	Chairman
		Sh. Nimai Haldar, Sr. T.O (1)	Member
		Sh. Amod Kumar, ASO (G)	Member
20.	Stores & Purchase	Dr. Ganesh Chalavadi, Sr. Sct.	Chairman
		Sh. Shailendra Kumar, T.O	Member
		Sh. Dhananjay Choudhary, SSA	Member
21.	Stores Stock Verification (Chemical, Stationery, Mechanical, Electrical & Non-Consumable Stores)	Dr. S.K Nath, Pr. Sct.	Chairman
		Sh. Kalicharan Hembrom, sr. Sct.	Member
		Sh. Lalit Kr. Meena, Sr. Sct.	Member
22.	Noble Metal Stock Verification	Dr. T.Mishra.Sr. Pr. Sct.	Chairman
		Dr. Sharma Paswan, Pr. Sct.	Member
		Ms. Rupa Das Biswas, Sr.TO (2)	Member

Terms & References and scope of work of the verification teams: -

1. The team is to conduct the 100% Physical Verification of the items recorded on each page of the ledgers /cardex maintained by the Store Section. The closing stock at the end of the previous day of the commencement date of the verification shall be taken up for verification by physical counting, weighing or measuring, as the case may be, in the presence of the custodian.
2. To establish the surplus and discrepancies after taking into account the book balance and physical balance found on the date of verification.
3. To record a certificate on each page that Physical verification has been carried out and record the balance found with date and signature. Stock verifier shall encircle the items tallying with the balance and append initials thereon after verification.
4. The 100% Physical Verification Certificate is to be endorsed on the starting of each ledger with date and signature.
5. The Certificate will be provided by the Chairman and members of the individual groups.
6. The teams will verify the PIR & DIR pertaining to the concerned Divisions as per the list provided by the "Inventory & Disposal Cell". The team will clearly mention against each item as "Found" /"Not Found" which will be endorsed by the Chairman of the verifying team.
7. The list of discrepancies will show the balance available in the ledgers/cardex either stock ledger or PIR or DIR as the case may be and the balance found physically.
8. The team will also make the list of surplus/unrecorded items of permanent nature lying in the Divisions.
9. The report duly signed by the entire team along with surplus and discrepancies with cost may be submitted to the CoSP/Director within the stipulated period. The report may generally consist of the following three parts:-
(A) List of discrepancies as indicated in Point No. 7 (B) Suggestions/recommendations regarding discrepancies in stock in the inventory. (C) Matters which the verifier may like to bring to the notice of the CoSP/Director.
10. The team may also verify the Personal Inventory & Divisional Inventory Record and upto date maintenance of these records.

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11. The team will take special care/effort by way of consulting the HoD for the traceability of the items pertaining to PIR & DIR which were reported as "Not Found" during the "100% Physical Verification of Stores" for the year 2022-23 and yet to be reconciled by the Divisions/individuals. Required information in this regard will be provided by the "Inventory & Disposal Cell" to the Chairman of the verification team.
12. The team will start functioning from the date of issue of the Memorandum and would initiate steps for conducting "100% Physical verification of Stores for the year 2022-23."
13. The team will submit its report within 30 days (since the locations are away from the main campus) from the verification commencement date. The physical verification teams should try to conduct physical verification in continuity as far as possible since due to break in continuity the divisions and the officers being verified upon would feel unnecessarily harassed. In view of the Covid situation physical verification process got delayed. Therefore, it is requested from team leaders to conclude the process at the earliest and within the time frame of 30 days.
14. The Stores section will issue the materials for one hour only for two days just before the commencement date of the verification for updating the records regarding receipts, issues and postings in the ledger/cardex.
15. Verification team will also look into the status of the old equipments lying idle/ unserviceable/obsolete in the Divisions and will suggest the further course of action regarding condemnation of those equipments.
16. PIR will be verified as per the list of the concerned PIR holders of the Divisions provided by the Inventory Cell (Stores Section).


(Ajay Tirkey)
Sector Officer (G)

Copy to :

1. All concerned
2. Director's Secretariat
3. COA/AO's Secretariat
4. E Notice Board