



**Central Pollution Control
Board (Material Division)**

Office Order

File No.- PM-14/3/2022-ADMIN-M-HO-CPCB-HO

Date: 15th June, 2022

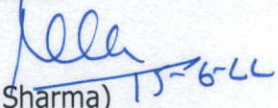
Sub.: -Physical Verification for stationery, Chemical/Glassware, Scientific Instruments/ Equipment and Fixed Assets for 2021-22-reg.

It has been decided to have the physical verification of stationery, Instrument/Equipment, Chemical/Glassware and misc. Laboratory items for the financial years 01.04.2021 to 31.03.2022 as detailed below: -

Sl. No.	Name of store	Name of officials deputed for physical verification
1.	Stationery store/Items	1. Smt. Komal Saini, PS, Admin(R) 2. Sh. Kundan Kumar, Assistant, Admin(P)
2.	Scientific Instrument/ Equipment of all labs in CPCB, NAMP monitoring stations etc.	1. Sh. Gaurav Gahlot, Sc-C, IPC-II 2. Sh. Vinay Prabhakar, Sc-B, IPC-IV 3. Sh. Neeraj Katiyar, SSA, AQMN
3.	Chemical and Glassware items and misc. Laboratory items	1. Sh. Danish Meena, Sc-C, UPC-I 2. Smt. B. Sasi Devi, Sc-B, Water Lab 3. Sh. Manish N, SSA, Instrument Lab

- The physical verification report is to be submitted on or before **17th July, 2022**.
- Officials nominated for physical verification 2021-22, are requested to strictly adhere the time stipulated for the purpose.

This issues with the approval of Competent Authority, Central Pollution Control Board.


(Meena Sharma) 15-6-22
AO(M)

To,

1. Sh. Danish Meena, Sc-C, UPC-I
2. Sh. Gaurav Gahlot, Sc-C, IPC-II
3. Smt. B. Sasi Devi, Sc-B, Water Lab
4. Sh. Vinay Prabhakar, Sc-B, IPC-IV
5. Smt. Komal Saini, PS, Admin(R)
6. Sh. Manish N, SSA, Instrument Lab
7. Sh. Neeraj Katiyar, SSA, AQMN
8. Sh. Kundan Kumar, Assistant, Admin(P)

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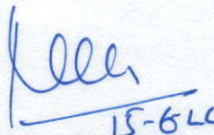
1. I/c AQM & Air Lab.
2. I/c Bio Lab.
3. I/c NRTO
4. I/c Instrumentation lab
5. I/c. Water lab/fresh water

Please keep ready the closing balance with cost as on
31.03.2022.

6. I/c Admin(R) & Admin(P) : For Information
7. I/C IPC-II, IPC-IV & AQMN : For Information
8. I/c UPC-I, Water Lab & Instrument Lab : For Information

9. I/c Building Division is requested to carry out the physical verification for furniture & fixtures & other office appliance in Parivesh Bhawan, NAMP & monitoring stations for the FY 2021-22 (A copy of approval is attached). The details of office appliance i.e. furniture & fixtures, AC, Computer, UPS, Printer, Scanner, Refrigerator etc.as per stock register will be provided. The format prepared by Material Section for fulfilling the information of inventory of CPCB, is also enclosed by Building Division, please forward the information in the enclosed forward please.

10. DH-IT : With request to upload on CPCB website(Home Page)
11. AO to MS
12. PS to CCB
13. Office order file


15-6-22
(Meena Sharma)
AO(M)