



भाकृअनुप- भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR-INDIAN INSTITUTE OF SPICES RESEARCH  
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F.NO.4-335/Stores issue/2016

Date. 21-11-2016

### Circular

While conducting physical verification of stocks and stores, it is noticed that many items are displaced from its original place. This is causing lot of problems to the Stock Verification Committee as well as to the Store keeper to locate the same. Therefore, all the Heads of Division/Section are requested to ensure that the items (furniture/equipments etc) are kept in their original places and shifting of any items under unavoidable circumstances, may be done only with knowledge of the Store keeper. Also ensure that bar coding sticker is intact even if any item is shifted from one place to another...

K.V.Pilai  
Administrative Officer

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