

No.CSB-1(87)/16-17/Admn

Date: 23.01.2017

CIRCULAR

Speed Post

Sub:- Updating of status of vehicles available at all the Units of Central Silk Board – submission of latest status report – Reg

With reference to the subject cited above, it is brought to the notice of the Competent Authority that vehicles of some of the Units are off the road / grounded and kept idle without taking proper action for its disposal. The upto date present status of all the vehicles available in all the CSB units are required to be updated at Central Office.

To have an up to date consolidated list of vehicles at Central Office, all the Unit in-charge are hereby requested to submit the detailed latest position of the vehicles available at the Main Accounting Units as well as nested Units functioning under their control in the prescribed format appended here to.

The above information may be furnished by return Fax or e-mail to Central Office immediately for appraisal of the Competent Authority.

Sd/-
(SATISH KUMAR,R)
DIRECTOR (FINANCE)

To:

01. The Director, CSR&TI., Mysore, Berhampore and Pampore.
02. The Director, CTR&TI., Ranchi.
03. The Director, CSTRI., Bangalore.
04. The Director, CMER&TI, Lahdoigarh.
05. The Director, NSSO., Bangalore.
06. The Scientist-D & Head, MSSO, Guwahati.
07. The Director, CSGRC, Hosur.
08. The Director, BTSSO., Bilaspur.
09. The Director, SBRL, Bangalore.
10. RO, CSB, Chennai, Hyderabad, Bhubaneswar, Guwahati, Lucknow, Mumbai, Kolkata, New Delhi & Jammu.
11. CC., CSB. Bangalore; Varanasi and Bhagalpur.
12. The Deputy Director (A&A), Accounts / Internal audit, CSB, Bangalore.
13. PA to the Director (Finance), CSB, Bangalore.

Details of vehicles in Institute & its units

Make & Registration No.	Year of purchase & KM run	Present condition of the vehicle	Whether permanent driver available if not, how the vehicles run	Present purpose for which the vehicle is used by whom	If the vehicle can re-allotted to sub units mention the unit name & location