

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029.
(STORE SECTION, RESEARCH)

F. No. 1/SO(RS)/Misc./2021-22

Dated: 31.3.2022

Circular

Sub: Computerization of CCRF & Research Stores and issue of items through online indent.

Store Section (Research) is catering the requirement of different types of Machinery and Equipment, consumables & non-consumable items required for **Centralized Core Research Facility (CCRF)** and **Research Section**. The computerization of stores has been implemented as per standard module provided by the NISCI under e-hospital.

Two Main Stores have been created i. e. **CCRF Store** (for different facilities of CCRF) & **Research Store** (for Administrative Section Research, Accounts Section Research and Store Section Research). The stock entries and online issue of both the stores will be looked after by the Store Keeper (Research Section).

All the users of **Research Section and CCRF** are therefore requested to send official letter to Computer Facility for role of indenter.

The roles of 1st & 2nd level verification will be as under:-

Sr. No.	User Area/Sub Store	1 st level Verification	2 nd Level Verification
1.	Centralized Core Research Facility (CCRF)	Dr. Kamal Gulati, Scientist-II	Prof. Kalpana Luthara
2.	Administrative Section (Research)	Asst. Admn. Officer (Research)	Administrative officer (Research)
3.	Accounts Section (Research)	Asst. Accounts Officer (Research)	Accounts Officer (Research)
4.	Store Section (Research)	Asst. Stores Officer (Research)	Stores Officer (Research)

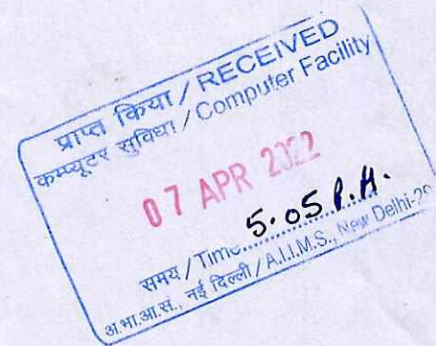
Henceforth, all the items will be issued through online indents and no manual indent will be accepted.

This issues with the approval of Competent Authority.

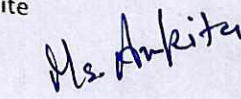

ASST. STORES OFFICER (RS)

Distribution:-

1. PS to Dean (Research)
2. PA to Assoc. Dean (Research)
3. Administrative Officer (Research)
4. Accounts Officer (Research)
5. Asst. Stores Officer (Research)
6. Dr. Kamal Gulati, Scientist-II, Project Management Unit CCRF
7. Facility In-charge, BSL-3
8. Facility In-charge, Bio analytics
9. Facility In-charge, Bioinformatics
10. Facility In-charge, Confocal Microscopy
11. Facility In-charge, Flow Cytometry
12. Facility In-charge, General Facility
13. Facility In-charge, Genomics
14. Facility In-charge, Proteomics



Copy to: Prof. In-charge CF: with the request to arrange to upload the same on AIIMS website


Ms. Ankita
31/3/2022