

PUSHPA GUJRAL SCIENCE CITY, KAPURTHALA

Office Order No- 103

Date - 29/3/2023

The Annual Physical Stock verification of Stock of PGSC, Kapurthala for the period w.e.f 01-04-2022 to 31-03-2023 is to be carried out. Director General, PGSC has constituted following committees in this connection :

1. Air Conditioners/Furniture and Fixtures

- Dr. Munish Kumar, Scientist D
- Mr. Amit Saili, STA
- Mr. Mohd. Majid Tyagi, TA
- Mr. Kamal Parkash , SOE

2. Vehicles/Obsolete Defence Equipment/Office Equipments & Computers Hardware & Software

- Dr. B.S.Bhalla, Scientist D
- Mr. Manmeet Singh, NA
- Mr. Manpreet Singh, TA
- Mr. Kamal Parkash, SOE

3. Electronics and Electrical Equipments

- Mr. Harminder Pal Singh, MMS
- Mr. Harinder Singh, AE (HVAC)
- Mr. Ashish Dogra, TA
- Mr. Kamal Parkash, SOE

4. Exhibits, Equipment of Kid Park and Dinosaurs & Rocks

- Er. Ritesh Pathak, Scientist D
- Mr. Murari Kumar, Dy. Visualizer
- Mr. Akashdeep Singh, DEO
- Mr. Kamal Parkash, SOE

5. Stock items in Stores

- Mr. Harminder Pal Singh, MMS
- Mr. Sohan Singh Saini, Dy. Engineer (Mech)
- Mr. Sushil Edgar, ATO
- Mr. Kamal Parkash , SOE (Stores)

6. Assets at Marketing Office at Mohali

- Dr. Loveleen Brar, Scientist -C
- Ms. Sulekha, PPS

7. Stock Checking of Assets of MSE Bus

- Dr. Munish Kumar, Scientist D
- Dr. B.S.Bhalla, Scientist D
- Mr. S.S. Saini, Dy. Engineer, Mechanical
- Mr. Mukesh Kumar, AAO
- Mr. Kamal Parkash, SOE

8. Electronic Waste to disposed off as per PPCB rules :

- Mr. Harminder Pal Singh, MMS
- Mr. Mukesh Kumar, AAO
- Mr. Ashish Dogra, TA
- Mr. Kamal Parkash, SOE

Mr. Kamal Parkash, SOE (Store) has to provide the self attested details of stock to be counted by the Committee members (as per point 1 to 4) for further Action by 17-04-2023. Further, with regard to Annual Physical verification of stock items, the constituted committee (as per point 5) has to carry out the said verification of existing stock with reference to the stock register maintained in the Stores department of PGSC and point out deficiencies/surpluses, if any, noticed during such verification. Mr. Kamal Parkash, Sr.OE (Stores) shall provide all the necessary records before the said committee and show the items lying in the stock in the stores. The Committee shall physically verify /count the items in stock and also records their remarks of inspection on the stock registers against each item of stock. The members of the above said stock committee can take help of Mr. Kamal Parkash, Sr. Office Executive (Stores) and submit their reports by 01-05-2023. Further, Ms Sangita Arya, AAO to coordinate with the respective Committees so as to ensure annual stock verification of PGSC for FY 2022-23 in a time bound manner.

Administrative Officer

CC : All Concerned