

GOVERNMENT OF INDIA



GEOLOGICAL SURVEY OF INDIA  
ASSETS PROCUREMENT & MANAGEMENT DIVN.  
CENTRAL HEADQUARTERS

“DHARITRI BUILDING”, GN – 40, SECTOR – V, SALT LAKE CITY, KOLKATA -700091  
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No. 313/A /8/Circular/STSS/Dharitri/CHQ/2019

Date: 17.09.2019

**CIRCULAR**

It is observed that some common irregularities are prevailing in providing the satisfactory receipt of goods, installation and commissioning certificate by the user divisions making it difficult to process the file for further course of action. All the indenting divisions / indenters / consignees of Central Headquarters and Regions placing their indents for procurement of goods through Assets Procurement & Management Division, GSI, CHQ are hereby directed to inform the date on which item has been received. This is also to mention that proper inspection of the item delivered should invariably be done by the technical experts after receipt of goods. It is substantially important that the inspection should be commenced and finished on time and the inspection report, installation and commissioning, training certificate etc. must be provided to the purchase division i.e COS office, GSI, CHQ in due time to process the bill without delay.

*Neeharika Jha*  
17/09/19

(Neeharika Jha)  
Dy.D.G - M-IIIB

Additional Charge: ADG(STSS)

Copy to:-

The Dy. Director General (I.T.)/Director (Geo-data), GSI, CHQ with the request to arrange to upload the Circular in GSI - OCBIS Portal.