



भारतीय पशु-चिकित्सा अनुसंधान संस्थान
इज्जतनगर - 243 122 (उ.प्र.) भारत
INDIAN VETERINARY RESEARCH INSTITUTE
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F.No. 4-1/2014-IA/FMS

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Circular

It has been observed that all steps as prescribed in MIS-FMS System are not being followed. As a result many times, payments are either delayed or made wrongly. All JDs/HDs/Incharges/AAOs are therefore requested to kindly ensure that compliance of following steps for proper implementation of MIS-FMS System at IVRI :

1. Correct item code should be used for SRS generation. In case of any problem, same may be clarified from Finance Wing.
2. **Auto Create** should be used for creation of Purchase Order invariably.
3. **Calculation of Tax/Discount**, if any, is compulsory in Purchase Order.
4. It must be ensured that **Purchase Orders** are approved by Competent Authority before issue.
5. Correct **Fund Type(i.e Plan/Non-Plan)/Scheme Code** should be ensured for SRS and Purchase Order creation.
6. **Project Number** is compulsory in SRS/PO/Bill Report in case of Plan Schemes, Non Plan Schemes and Externally Funded Schemes.
7. Entry of all the items procured, should be made in FMS along with **Receiving and Inspection**.
8. FMS report of Receiving and Inspection is compulsory with the Bill sent to DDO/Finance Wing for payments.
9. **Purchase Order number** in appropriate columns of Bill reports generated in FMS is compulsory.
10. **Proper Stock entry** should be made with BL-132 certificate as required in Purchase procedure.
11. Bill amount should not be more than Sanctioned amount.
12. Any expenditure of **Non-Recurring nature** (ie-Equipments) should not be made from Contingency fund sanctioned to Divisions/Sections.
13. **Defaced Revenue Stamp** is compulsory on all bills above ₹ 5000.00 .

Amu

Radheysham

Radhey Sham
(Comptroller)