

INDIAN VETERINARY RESEARCH INSTITUTE
IZATNAGAR (U.P.)

No.F. 39-6/2014- E.I

Date: 3rd Sept., 2015.

OFFICE ORDER

This is in continuation of this Office Order of even No. dated 7th May, 2014, it has been decided to re-allocate the work of Purchase and Store Section with the man power in the following manner:-

(A) Work allotted to Purchase Section:

1. Purchase of Plan / Non Plan & Projects equipments from India & abroad exceeding Rs. 1.00 lakhs.
2. Purchase of Chemicals, Glasswares & Plasticwares exceeding Rs. 1.00 lakhs.
3. General Store Purchase like Computers, UPS, Stabilizer, Refrigerator, Air Conditioner, Printers Coolers, Cartridges, Stationery, LDPE Film, Vehicle tyre & tubes & Agriculture Equipments exceeding Rs. 1.0 lacs.
4. Receipt and issue of Form – 38 and maintenance of its accounts.
5. Annual Rate contract of Chemicals, Glasswares, Plasticwares, Diagnostic kits, Petrol, Diesel, LN 2 Gas, Printing work and human & veterinary medicine.
6. Reply of parliamentary questions / Reply to Audit paras
7. Maintenance of incoming record, diary & dispatch work.
8. Any other work as assigned by the Director / Unit Incharge, etc.

(B) Work allotted to Store Section

1. AMC of computers.
2. Auction of discarded items.
3. Purchase and distribution of Liveries.
4. Procurement of Alcohol & Spirit, Medicines for Human Hospital, LPM Section, Division of Medicine / Surgery & A.R., etc.
5. Reimbursement of stitching charges, shoes and chappals to the Skilled Supporting Staff.
6. Preparation of Assets Register and Stock entry of items.
7. Annual verification of Institute Inventory
8. VAT & Service Tax submission
9. Reply to parliamentary questions / Reply to Audit Paras
10. Maintenance of incoming record, diary & dispatch work
11. Any other work as assigned by Director / Unit Incharge, etc.

The Man power is distributed in the following manner

(C.) Staff allotted to Purchase Section.

1. Shri D.K. Sapra, AAO
2. Shri A. Mateen, Assistant
3. Shri Balvinder Singh, Assistant
4. Shri Arvind Kumar, Assistant
5. Shri Sanjeev Kumar, UDC
6. Shri Ashok Kumar, UDC
7. Shri Mahesh Kumar, Skilled Supporting Staff.

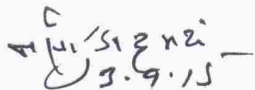
(D) Staff allotted to Store Section

1. Shri M.K. Saxena, AAO
2. Shri Dilip Kumar Saxena, UDC
3. Shri Manoj Kumar Saxena, UDC
4. Shri M.K. Rahi, UDC
5. Shri Ramakant, Skilled Supporting Staff

Besides the above, two skilled, one skilled points and one skilled and one skilled contractual points, which have already been sanctioned for the Purchase Section and Store Section, will work in the Purchase Section and Store Section, accordingly.

The Imprest, whichd is being handeled by the Purhcase Section, will now be handeled by the Store Section, but the same will be sanctioned under the signature of Unit Incharge.

This issues with the approval of the Director


(Naseer Ahmad)
Asstt. Adm. Officer

Distribution:

1. All Joint Directors /Head of Divisions / In-charges / Chief Adm. Officer (Adm./Registrar) / ~~Chief Finance & Accounts Officer~~ ^{Comptroller} / Unit Incharges /, IVRI, Izatnagar / Palampur /Kolkata.
2. The Asstt. Adm. Officer (E.II / E.III / Cash / CR Cell / PIMS), IVRI, Izatnagar.
3. The Asstt. Adm. Officer (Contract Section). A Xeroxed copy of approved Note-sheet is enclosed herewith for further necessary action regarding contractual staff to be posted in Purchase /Store section.
4. The Incharge, Communication Section, IVRI, Izatnagar.