

INDIAN VETERINARY RESEARCH INSTITUTE
IZATNAGAR (U.P.)

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

Date: 7th Oct., 2015.

OFFICE ORDER

This is in continuation of this Office Order of even No. dated 7th May, 2014 and 3rd Sept., 2015, it has been decided to re-allocate the work of Purchase and Store Section 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 laks.
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. Purchase of Liveries.
9. Procurement of Alcohol & Spirit, Medicines for Human Hospital, LPM Section, Division of Medicine / Surgery & A.R., etc.
10. Any other work as assigned by the Director / Unit Incharge, etc.

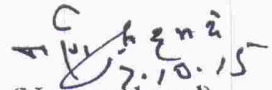
(B) Work allotted to Store Section

1. AMC of computers & Xerox Machines, etc.
2. Auction of discarded items.
3. Distribution of Liveries.
4. Distrubution of Alcohol & Spirit, 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. Reply to parliamentary questions / Reply to Audit Paras
9. Maintenance of incoming record, diary & dispatch work
10. Any other work as assigned by Director / Unit Incharge, etc.

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The Imprest will be handed by the Store Section, but the same will be sanctioned under the signature of Unit Incharge. Work of VAT and Service Tax Submission has already been transferred to Finance Wing of the Institute.

This issues with the approval of the Director


(Naseer Ahmad)
Asstt. Adm. Officer

Distribution:

1. All Joint Directors /Head of Divisions / In-charges / Unit Incharges / Registrar / Comptroller, IVRI, Izatnagar / Palampur /Kolkata.
2. The Asstt. Adm. Officer (E.II / E.III / Cash / CR Cell / PIMS), IVRI, Izatnagar.
3. The Incharge, Communication Section, IVRI, Izatnagar.
4. The Incharge, ARIS Cell, IVRI, Izatnagar. It is requested to make necessary arrangement for uploading the same on the Institute's web-site.
5. PS to Director, IVRI, Izatnagar.