



भा.कृ.अ.प.- भारतीय पशु चिकित्सा अनुसंधान संस्थान  
इज्जतनगर - 243122 (उ०प्र०), भारत  
ICAR - INDIAN VETERINARY RESEARCH INSTITUTE  
IZATNAGAR - 243122 (U.P.) INDIA



No. F. 31-1/2011-E.I

Dated 29<sup>th</sup> July, 2017

**CIRCULAR**

A meeting of all PIs of Externally Aided Projects was held on 27<sup>th</sup> June, 2017 under the Chairmanship of Director in the Committee Room of Adm. Block of this Institute. During the meeting, following have been decided for removing the problems being faced by the PIs in smooth functioning of their Projects:

1. The amount should be written by the Principal Investigator in words and figures both in their hand writing while accordingly sanction.

**Action: All PIs /HDs/ Incharges**

2. A training should be arranged for Scientists to give them information about GeM and also about new GFR-2017.

**Action: Comptroller**

3. It is recommended that there should be pool purchase at Divisional level of the indented items to avoid delay and save processing time & minimize file processing work (not for external projects)

**Action: All HDs / Incharges / PIs**

4. There should be a checklist at every level in file so as to ensure self - evaluation and avoiding delay to complete all requirements of purchase.

**Action: All HDs / Incharges / Comptroller / CAO / SAO(III)**

5. It is recommended that all files concerning petty / minor purchases should not be returned to the indenter rather indenter should be called or contacted over EPBAX for which all indenters agreed for completing formalities of the files. All queries should be settled one times rather than raising objections in piece meal.

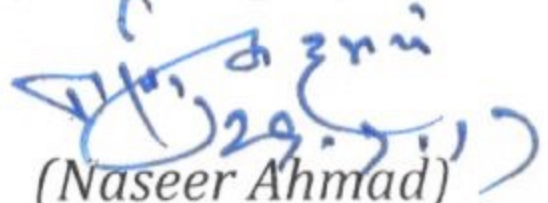
**Action: Comptroller / CAO / SAO (III)**

6. It is recommended that all files of externally-funded projects should be routed through Head of Division and Comptroller for scrutiny .

**Action: All HDs /Incharges/ PIs**

7. The specifications of the equipment should be prepared with due care avoiding superfluous and non-essential features. It should be generic in nature. The requirement for a particular trade mark/ trade name should be avoided.

**Action: All JDs / HDs / Incharges/PIs**

  
(Naseer Ahmad)  
Asstt. Adm. Officer

**Copy to:-**

1. All JDs / HDs/ Incharges/ PIs of the Externally Aided Projects, IVRI, Izatnagar / Bangalore / Mukteswar / Kolkata / Palampur / Pune.
2. The Comptroller / Joint Director (Admn.)/Chief Adm. Officer / Sr. Adm. Officer (I/II/III), IVRI, Izatnagar.
3. The Incharge, ARIS Cell, IVRI, Izatnagar. It is requested that the same kindly be uploaded on the Institute's web-site.
4. Guard File.