



भा.कृ.अ.प.- केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान
ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE
Avikanagar, (Teh-Malpura, Distt.-Tonk) – Rajasthan -304501



Most Urgent (time bound)

F.No. 1(1)Phy.Report/2020/ 13

OFFICE ORDER

Dated: 13.04.2023

As per instruction contained in G.F.R annual physical verification of permanent articles are to be made, the Director is pleased to nominate the following committee. It will conduct physical verification of store for the year 2022-2023 of the Institute as well as sub-station as stated against their name.

While making physical verification the following instruction may kindly be observed:

1. Physical verification shall always be made in the presence of the committee at least two member of the committee must be present during physical verification.
2. All discrepancies noticed shall be brought to account immediately so that the stores account may represent the true state of the stores.
3. Storage damages, as well as unserviceable stores, to be reported immediately to the authority competent to write off the items/losses.
4. Inventory Register should be signed for each individual item and each page by the committee.
5. Sole responsibility of excess/shortage of any item, if not reported lies on the verifying officers/committee.

S. No.	Head/In charge and name of Division/Section	Name of the Verifying Officer
1	AP&B Division, All Projects, Sports Section	Sh. S.R. Meena, CTO
2	Animal Nutrition Div, FT Unit, Rabbit Unit, G.F.A Section, All Project	Sh. R.P.Chaturvedi, STO
3	AG&B Div. PC(SB), DBT-AG&B, ABT Section & All Project/Sector	Sh. R.D.Prasad, TO
4	ToT&SS, ATIC & All Project, TSP Project	Sh. M.C. Meena, ACTO
5	G.H. Avikanagar, & Recreation Club	Sh. N.L.Meena, ACTO
6	TMTC & Fiber Phy. All Project	Sh. Yogiraj Meena, TO
7	HRD Section, Community Hall, Cooperative Store	Sh. J.P.Bairwa, ACTO
8	Animal Health Division & All Project	Sh. R.R. Meena, STO
9	LPT Section, PME Cell & Project, Hindi Cell	Sh. S.C. Dayma, T.O.
10	Farm Section, Horticulture, Project,	Sh. Harkesh Meena, CTO
11	Instrument & Elect. Unit, A.V.Lab	Sh. M.R.Meena, ACTO
12	AKMU, Library Section, State School, Avk	Sh. D.K.Yadav, TO
13	Purchase & Store Section	Sh. J.P. Meena, ACTO
14	Guest House, Jaipur	Sh. R.K.Meena, STO
15	Adm. II Section, Audit Section	Sh. S.L.Ahari, TO
16	PS to Director, DPC, CAO Room, Adm. I. Section & Record Room	Sh. B.S. Sahu, CTO
17	Vehicle & Workshop, Human Dispensary, Deptt. Canteen	Sh. B.L.Ujiniya, TO
18	Estate, Care Taker And Auditorium	Sh. Yogi Raj Meena, STO
19	Security Section, PG Hostel	
20	A.R.C. Bikaner	Dr.Ashish Chopra, SS Sh. M.L.Chaudhary, TO Sh. Abhay Kumar, TO
21	N.T.R.S., Garsa	Dr. Abdul Rahim, Sci. Sh. M.K.Sharma, ACTO Sh. Rajat Chaudhary, Asstt.
22	S.R.R.C., Mannavanur	Dr. Pachaiyappan, Sci. Dr. S.Rajapandi, ACTO Dr. G.Murali, STO
23	Store Section (for consumable items)	Sh. R.L. Bairwa, CTO Sh. S.C.Dayma, TO Sh. R.P.Chaturvdi, TO

The verification report may please be submitted to store section by 24.04.2023 positively, with list of discrepancy if any.

Timeline given above needs to be adhered to leaving no scope for reminder(s).

All Head/In charge of Division/Sections are requested to complete necessary codal formalities in Inventory Register of Store for the year 2022-23 accordingly.

Guidelines issued by MHA/State Government from time to time regarding Covid-19 to be strictly followed during the physical verification process.

This issue with the approval of the competent authority.

(K.B. BAIRWA)
Administrative officer

Distributions:

1. All Head/In charge of Division/Section/Sub-Station.
2. Physical Verifying Officer..
3. AKMU for uploading in website.
4. Vigilance Officer for kind information