



ICAR - CENTRAL SHEEP & WOOL RESEARCH INSTITUTE  
AVIKANAGAR  
STORE SECTION



No. 4(1)/CS/2020-21/ 32 to 35 **OFFICE ORDER**

Dated : 09-04-2021

As per instructions contained in G.F.R. annual physical verification of permanent articles are to be made, the Director is pleased to nominate the following officers and others who will conduct **Physical Verification of Stores for the year 2020-21** of the Institute as well as sub-stations as stated against their name.

While making physical verification, the following instructions may kindly be observed:

1. Verification shall always be made in the presence of the authority responsible for the custody of the stores or of a responsible Person deputed by him.
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 verifying officer.
5. Sole responsibility of excess/shortage of any item, if not reported lies on the verifying officer.

S.No.	Head/Incharge and name of Division/Section	Name of the Verifying Officer
1	AP&B Division, All Projects, Sports Section	Sh. M.S.Ghintala, TO
2	Animal Nutrition Div, FT Unit, Rabbit Unit, G.F.A Section, All Project	Sh. J.P.Bairwa, ACTO
3	AG&B Div. PC(SB), DBT-AG&B, ABT Section & All Project/Sector	Sh. M.R.Meena, ACTO
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. K.K.Prasad, STO
7	HRD Section, Community Hall, Cooperative Store	Sh. J.P.Meena, ACTO
8	Animal Health Division & All Project	Sh. R.D.Prasad, TO
9	LPT Section, PME Cell & Project, Hindi Cell	Sh. S.C.Dayma, TO
10	Farm Section, Horticulture, Project,	Sh. R.P.Chaturvedi, TO
11	Instrument & Elect. Unit, A.V.Lab	Sh. D.K.Yadav, TO
12	AKMU, Library Section, State School, Avk	Sh. R.R.Meena, TO
13	Purchase & Store Section	Sh. S.L.Ahari, TO
14	Guest House, Jaipur	Sh. R.K.Meena, TO
15	Adm. II Section, Audit Section	Sh. S.R.Meena, ACTO
16	PS to Director, DPC, CEO Room, Adm. I. Section & Record Room	Sh. Ranjeet Singh, ACTO
17	Vehicle & Workshop, Human Dispensary, Deptt. Canteen	Sh. T.K.Jain, TO
18	Estate, Care Taker And Auditorium	Sh. B.L.Ujiniya, TO
19	Security Section, PG Hostel	Sh. R.L.Bairwa, ACTO
20	A.R.C. Bikaner	Sh. M.L.Chaudhary, TO
21	N.T.R.S., Garsa	Dr. Abdul Rahim, Sci.
22	S.R.R.C., Mannavanur	Dr. S.Rajapandi, ACTO
	For consumables	
1	I/c Store Section (for consumable items)	Shri S.C. Gupta, STO

The verification report may please be submitted to **Store Section by 13.04.2021 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 Divisions/Sections are requested to complete necessary codal formalities in Inventory Register of Store for the year 2020-21 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)

Asstt. 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 information.