

F.No. 15014/1/2023-GA

भारत सरकार/ कृषि एवं किसान कल्याण मंत्रालय

Government of India/ Ministry of Agriculture & Farmers Welfare

कृषि, एवं किसान कल्याण विभाग/ Department of Agriculture, & farmers welfare

वनस्पति, संरक्षण, संगरोध एवं संग्रह निदेशालय / Directorate of Plant Protection, Quarantine & Storage

एन एच-IV, फरीदाबाद-१२१००१, हरियाणा- 121001 / NH-IV, Faridabad-121001(Haryana)

Dated: 25th April, 2023

CIRCULAR

Subject:- SoP for streamline the work of Store (Consumable and Non-consumable) –reg.

It has been decided that all the General/ Stationery items will be issued by General Administration (GA) Section of DPPQ&S to all the Officers/officials of different Division/ Sections/ Units of Hqrs. of PPQS, CIB&RC and CIL, for official use.

2. All Laboratory equipment's & Consumable items relating to Laboratory like Chemicals and Glassware and other frequent use items (as per list attached) etc., will be procured and issued by CIL Section to different divisions of Central Insecticide Laboratory (CIL), Faridabad.

3. It is also observed that some of the divisions/sections are sending their similar indents on the monthly basis, which is not a healthy practice. It is advised that indent should be based on the actual requirement and all concerned Officer in-charge also requested to ascertain the optimum use of available resources. Only those items should be indented which are actually required (or exhausted) in a particular month.

4. Indents should be countersigned by the Officer-In charge/Reporting Officer/ Controlling Officer and required to be submitted with detailed justification in well in advance to GA Section for procurement the same through GeM portal/LPC, as per GFR Rule 2017, a particular brand, make or model of manufacturer should not be suggested in the indents. Consequent upon change of the Financial Year, fresh indent should be submitted for processing the case in current FY 2023-24.

5. All division/section/units are informed that monthly indent should be submitted in the first week of the month. Subsequently, GA Section will distribute the General/ Stationery/Consumable items from the date 5th to 15th of each months at 10:00AM to 1300 hrs. However, the urgent requirement in respect of meeting/seminars will be entertained form time to time. If any, items that are not available in the stock of GA Section store, the same will be procured with the approval of the competent authority and will issue accordingly. Work/services regarding repairing etc, will also be arranged/provided after approval of Competent Authority.

6. Non consumable items which are being issued to officers/officials of different divisions of this Directorate are required to be handover to GA Section Store/new incumbent on event of transfer/ retirement. No dues certificate will be issued accordingly.

This issues with the approval of PPA for information and strict compliance.

Encl. As above.

Manoj
(Manoj Kumar Yadav) 25/4/2023
Under Secretary (Hqrs.)

Distribution:-

1. All Officer In-charge, Scheme Head, DPPQ&S, Faridabad.
2. All Divisions/Sections/Units at Hqrs, CIB&RC, CIL, Faridbad
3. IT Cell (In-charge), DPPQS -for placing it on the Det's PPQ&S website.
4. Store –in-Charge (GA)/CIL/Care taker
5. Guard File

Copy for information to:-

1. PPS to Plant Protection Adviser

ANNEXURE-I

Consumable items related to Laboratory

S. No.	Name of items
1.	Hand gloves
2.	Eye protractor glasses
3.	Full lab apron XL/XXL size
4.	Brush for clean glassware & tubes
5.	Lab hair cover cap (shower cap)
6.	Shoes cover for inoculation laboratory
7.	Transparent zip lock poly cover bag for sample
8.	Aluminium bottles /plastic box/container
9.	Face mask
10.	Soap/detergent powder/brush for washing of glassware
11.	Tissue paper roll/Brown paper/butter paper
12.	Sink cleaner
13.	Teflon tape
14.	Hand wash liquid
15.	Kitchen Apron
16.	Hand Towel (hand wash)
17.	Bio-waste disposal bag/poly bag
18.	Any other consumable item, which are required exclusively for laboratory as and when requirement basis.

