



F.No.10-5/2021- CIL (pt.)

भारतसरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/ Ministry of Agriculture & Farmers Welfare  
कृषि, सहकारिता एवं किसान कल्याण विभाग/ Department of Agriculture & Farmers Welfare  
वनस्पति, संरक्षण, संगरोध एवं संग्रहनिदेशालय / Directorate of Plant Protection, Quarantine & Storage  
एनएच-४, फरीदाबाद-१२१००१, हरियाणा- 121001 / NH-IV, Faridabad-121001(Haryana)

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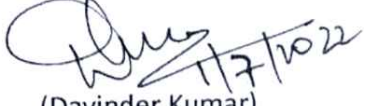
Dated: 01.07.2022

**CIRCULAR**

It has been decided by the competent authority that all the General/Stationery items, which are presently issued by CIL Section to CIL and CIB&RC' Officers/Divisions/Sections, will be issued by GA Section, DPPQ&S.

2. Consumable items relating to Laboratory (as per list mentioned at Annexure) will be issued by CIL Section to CIL Officers/Divisions only.
3. Some of the officers send their similar indent for all the months which is not a healthy practice. Only those items which are actually required (or exhausted) in a particular month should be indented.
4. CIL Section will distribute the Laboratory consumable items from 16<sup>th</sup> to 21<sup>th</sup> of each month. However, the urgent requirement in respect of meetings/seminars will be entertained from time to time.
5. Indents for Chemicals/Glassware by Chemistry/Bio-assay/Packaging/MT Div., which will be countersigned by the In-charge Div., are required to be submitted well in advance in CIL Section for procuring the same through GeM/LPC. As per GFR 2017, a particular brand, make or model of a manufacturer should not be suggested in the Indents.

Encl:- A/a.

  
(Davinder Kumar)  
Under Secretary (HQ)

To:-

1. All Officer In-charge, CIB&RC/CIL
2. GA Section, DPPQ&S.
3. PPS to PPA, DPPQ&S
4. PA to APPA& Secy., CIB&RC.
5. PS to Director (CIL)
6. IT Cell (In-charge), DPPQ&S for placing it at DPPQ&S' web-portal.

Consumable item relating to Laboratory

S.No.	Name of items
1.	Hand Glove
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.	Dustbin cover bag
8.	Transparent zip lock poly cover bag for sample.
9.	Aluminium bottles
10.	Duster (yellow)
11.	Face Mask
12.	<del>Hit Spray</del> Room Freshener
13.	Measuring tape
14.	Mug plastic
15.	Pencil Cell
16.	Soap/detergent powder
17.	Soap case
18.	Tissue paper Roll
19.	Sink Cleaner
20.	TeflonTape
21.	Hand wash liquid
22.	Apron
23.	Towel (Hand wash)
24.	Tape White
25.	Battery cell AA
26.	Bio-pest disposal bag/Poly Bag
27.	Any other consumable item which required exclusively for Laboratory

