



द्वारा : स्पीड पोस्ट / हाथों – हाथ

भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003
Website: www.cazri.res.in, Email: director.cazri@icar.gov.in
Phone No. 0291 – 2787152 / FAX: 0291 – 2788706



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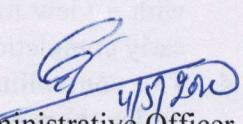
Dated : 04.05.2020

OFFICE ORDER

Annual Physical Verification of stores (Non-Consumable/consumable articles) for the year 2019-20 are required to be carried out. Accordingly, the Director has nominated the officers (as per list enclosed), who have to conduct the Physical Verification of the Stores of concerned Sections. The report of surplus/excess and shortages/shortfalls of items as well as unserviceable items as noticed by the officer, who conducts the Physical Verification may please be submitted to the Director as per G.F.R. –17, latest by 30.05.2020. Where there is variation in Physical and book balance, report may also please be given in the following proforma.

Item	Particulars of stores	Quantity/ weight	Book values/ original purchase	Condition and year of purchase	Remarks
1.	2.	3.	4.	5.	6.

It may also please be certified that articles (as per list enclosed, if any) were found in order.


Asstt. Administrative Officer

Distribution :-

1. H.D.-I/II/III/IV/V/VI CAZRI, Jodhpur.
2. The Head, RRS, Pali/Jaisalmer/Bikaner/Bhuj /Leh.
3. Incharge, for information. They are requested to direct the officers nominated to conduct the verification of the stores as per rules.

List of Officers who have to conduct the physical verification of stores of the sections/divisions for the year 2019-2020.

S.No.	Name of Division	Officers
1.	Division-I	Dr. Vijay Avinashilingam, PS
2.	Division-II	Dr. Surendra Poonia, Sr. Scientist
3.	Division-III	Dr. R.N. Kumawat, PS
4.	Division-IV	Dr. H.R. Mahla, PS
5.	Division-V (Including as Maintenance etc. unit)	Dr. S.P.S. Tanwar, PS
6.	Division-VI (Including ATIC)	Dr. N.R. Panwar, PS
7.	RRS, Bikaner	Dr. M.L. Soni, PS
8.	RRS, Jaisalmer	Sh. Sugan Chand Meena, Scientist
9.	RRS, Bhuj	Dr. M. Suresh Kumar, Scientist
10.	RRS, Pali	Dr. Dipak Kumar Gupta, Scientist
11.	KVK, Pali	Dr. S.R. Meena, Scientist
12.	KVK, Jodhpur	Dr. Pradeep Kumar, Sr. Scientist
13.	KVK, Bhuj	Dr. M. Suresh Kumar, Scientist
14.	Administration (all units)	Dr. Priyabrata Santra, PS
15.	Finance (all units)	Dr. Mahesh Kumar Gaur, PS
16.	AINPS : 1. Rodent Control	Dr. H.M. Meena, Scientist
17.	Field Areas 1. Beriganga 2. Bhopalgarh 3. Kailana 4. Jadan 5. Chandan	Sh. P.H. Mikumbhe, Scientist Dr. Kuldeep Singh Jadon, Scientist Dr. A.K. Singh, PS Sh. Noor Mohammed, M.B. Dr. Dileep Kumar, Scientist
18.	Director Cell / C.A.O. Cell / Library / Hindi Cell / Photography / ARIS/ IPO / Security Section	Dr. S.K. Singh, PS
20.	Canteen / Guest House / Hostel / PME / Farm Section	Dr. Vipin Choudhary, PS
21.	RRS, Leh	Shri Dipankar Shah, Scientist (SG)

1. All Externally funded Projects located in Division will be inspected and verified by the identified person for the Division. It will be sole responsibility of PI concerned.
2. The respective Head of Divisions/unit I/C will extend all support to officer conducting physical verification in a time bound manner and on priority.
3. The Head of Division should ensure that items unserviceable are appropriately reflected with a view to facilitate their write –off. They are advised to pay personal attention in early completion of the process.
4. **The controlling Officers (Head of Division) should ensure that Scientists working under them complete the task within stipulated time.**