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**ICAR-Central Institute of Temperate Horticulture**

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No.F. 4-47Stores/21/ 2086-92

By-Hand/Fax/Mail/Speed Post

Dated: 29.07.2021

**CIRCULAR**

Sub: List of scientific equipments, electronic and Non consumable items in use vis-à-vis requirement of various Section/Divisions

This office is going to maintain records of all scientific, electronic and Non consumable items issued to various Divisions/Sections/Officers for official use at ICAR-CITH, Srinagar. In this context, I am directed to request that for updating the records pertaining to the scientific equipments, electronic items and other Non consumable items, all the concerned are therefore requested to furnish the details of the said items and items physically available within the section in following format for upkeep and maintenance of these items and can be efficiently managed.

Sl.No.	Division/Section/Officers Name with Room No., if any	Name of the equipment/Electronic item/NCS Item	Machine Sr. No. and Make /Model	Working/Not working	Requirement, if any with quantity with full justification
1.					
2.					
3....					

It is requested to send the filled in format by **31<sup>st</sup> August, 2021** to undersigned, so that upkeep, maintenance and procurement process could be initiated at the earliest subject to budgetary provisions and other administrative requirements.

This issues with the approval of the Director, ICAR-CITH, Srinagar.

Store & Purchase Officer

STORE OFFICER

सी.आई.एच. केंद्र, श्रीनगर

C.I.T.H., SRINAGAR

**Copy to:**

- All Head of Division, ICAR-CITH, Srinagar for n/action please.
- Scientist In-Charge, ICAR-CITH, RS, Mukteshwar/Dirang for similar necessary action.
- PC & Head, ICAR-CITH-KVK Baramulla for n/action please.
- All Sectional In-charges, ICAR-CITH, Srinagar for similar n/action please.
- Nodal Officer, E-Office, ICAR-CITH, Srinagar for uploading the circular of e-office notice board.
- Sr. Technical Officer (IT/Laby) , ICAR-CITH, Srinagar for uploading the circular on Institute website.
- PS to Director, ICAR-CITH, Srinagar.
- Notice Board for general information to all the concerned.
- Copy for file No. 4-314/Stores/ for reference.