

Speed Post/Fax/Mail**ICAR-Central Institute of Temperate Horticulture**K.D. Farm, Old Air Field, PO: Rangerth-191 132, Srinagar, UT of Jammu and Kashmir, India  
Telefax: 0194-2305045, 2305116, 2305044Email: [direct@icar.gov.in](mailto:direct@icar.gov.in)  
Website: <https://cith.icar.gov.in>

No.F. 4-23/Stores/21/ 2293-46

By-Hand/Fax/Mail/Speed Post

Dated: 03.08.2021

**CIRCULAR****Immediate/Top Priority****Sub: Submission of list of prioritized items to be procured during 2021-22.**

In order to prioritize the procurement in the light of budget provision due to drastic cut in budget, all the Scientists, Sectional In charges are therefore requested to submit the list of items (in format devised) required during the year 2021-2022 and same should reach to the competent authority latest by 05.08.2021 up to 2:00 PM positively, so that all the requirements may be discussed with the competent authority for allotment and booking of funds. However, all the officers are therefore requested to highlight the priority item while submitting the list of requirement for further appropriate action, in case need arises a Indentor(s) will be called for necessary discussion for justifying the procurement proposal.

Sr.No	Description of item	Qty proposed for procurement	Approx. cost	Justification for procurement with reasons why purchase cannot be deferred for next fiscal year (2022-23)	Remarks, if any

In case no requirement -Nil- report may also please be submitted.

*Account*  
3/0

Store & Purchase Officer  
मण्डार अधिकारी

STORE OFFICER

सी.आई.एच.ए.ए., श्रीनगर

C.I.T.H., SRINAGAR

Copy to:

- All the Head of Division, ICAR-CITH, Srinagar for n/action please.
- All the Sectional Heads, ICAR-CITH, Srinagar for n/action please.
- Nodal Officer, E Office file for uploading the circular on e-office notice board.
- Sh. Eshan Ahad, STO, ICAR-CITH, Srinagar with request to upload the circular on Institute website for general information to all the concerned for n/action.
- Institute Notice Board.
- Relevant file.