

Indian Council of Agricultural Research  
**CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE**  
**AVIKANAGAR, RAJASTHAN – 304501**  
Store & Purchase Section

Date: 13/08/2020

**CIRCULAR**

**Sub.: Reg. Sending of requisition of items of capital nature to Purchase Section.**

With reference to above cited subject, it is stated that it has been observed that many Division/Section/Regional Station are sending the requisition to purchase capital items to Purchase section ; as it is known to all that EFC document and annexure of equipment/items for current year has not been finalized/approved by the competent authority at the council till now.

Therefore, all Division Heads/Section In-charges/Regional Station Heads/Incharges are informed not to send the requisition of capital items to Purchase section without availability/approval of EFC document.

This is issued with the approval of the competent authority.

Sd/-  
Neeraj Tanwar  
Ao  
Store and Purchase Section

**Distribution:**

1. All Division/ Section/ Regional Station for necessary action.
2. AKMU for uploading on Institute website.