

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE  
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN**

**Adm. I<sup>st</sup> Section**  
Desp. No. 6809  
Date 19/11/18

**SOC Proceedings of SOC held on 02.11.2018**

SOC meeting took place on 02.11.2018 at 11.30 AM in conference room under chairmanship of Director, CSWRI Avikanagar in the presence of Head of Divisions, Section Incharges.

**Administration I Section**

S. No.	Action to be taken /Recommendations	Concerned Section/Division
1.	Concessional GST for chemicals, glassware, consumables etc. to be mentioned in purchase order of above mentioned items at 5%. A model supply order will be circulated by Store & Purchase Section.	I/C Store & Purchase Section, All Section/ Division.
2.	CLRA (CONTRACT LABOUR REGULATION AND ABOLITION) Act-Information regarding no. of contractors engaged and no. of manpower engaged in each contract to be furnished by each section/division to I/C Store & Purchase Section.	All Heads of Division/Section In charge
3.	LED lights to be purchased at the earliest. Street lights to be changed LED.	Store & Purchase Section and Electric Unit.
4.	Security point/security arrangement to be monitored / checked through a 3 member committee – 1. Dr Raghvendar Singh (HOD AP&B) 2. Dr S.K. Sankhyan (PS) 3. Sh. Suresh Kumar (CAO)	Dr Raghvendar Singh (HOD ) Dr S.K. Sankhyan (PS) Sh. Suresh Kumar (CAO)
5.	Timely payment of security guards should be monitored regularly .	I/C Security FAO DDO
6.	Leaves should be forwarded / approved on ERP-FMS at least weekly by all Incharges at section/division level.	All Heads of Division/Section In charge
7.	Absentee statement of all regular employees should also be sent to Adm.I section along with DDO.	All Head of Division/Section In charge
8.	Income tax Performa to be sent to Adm.II section at the earliest so that income tax calculation may be done.	All Head of Division/Section n charge
9.	Wi-Fi and AEBAS machine maintenance to be monitored regularly.	Dr S.K. Sankhyan (PS) I/C AKMU CAO
10.	A separate leased line for improved internet connectivity has to be taken for CSWRI	Dr S.K. Sankhyan (PS) I/C Store & Purchase Section I/C AKMU
11.	Repair and up gradation of Wi-Fi antenna in CSWRI Avikanagar campus has to be carried out	Dr S.K. Sankhyan (PS) I/C Store & Purchase Section I/C AKMU
12.	Preliminary preparation for implementing e-office to be carried out .Pre-requisites to be identified.	I/C Adm.I Section I/CAKMU

I/c AKMU to upload on institute website.

Nccrg  
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13.	Proposal for e office and basic requirements to be sent to ICAR HQs.	I/C Adm.I Section I/C AKMU
14.	CCTV is to be installed as per additional requirement in CSWRI campus	I/C Store & Purchase Section I/CAKMU
15.	Repair of Sofa and Furniture at GH Avikanagar & PG hostel has to be carried out.	I/C GH I/C PG Hostel I/C Store & Purchase Section
16.	A committee for appointing or selecting AMA for medical facility purpose for residents of CSWRI Avikanagar to be constituted at the earliest.	I/C Human Dispensary
17.	No need for refer slip for medical cases of employees or their families going to Malpura for treatment..	I/C Human Dispensary

All concerned are requested to initiate the necessary action at the earliest.  
This is issued with the approval of competent authority.

- Hindi version follows

*Neeraj*  
19/11/14  
Neeraj Tanwar  
Member Secretary