



भा. कृ. अनु. प. - केंद्रीय भेड़ व ऊन अनुसंधान संस्थान  
ICAR - Central Sheep and Wool Research Institute  
Avikanagar, Malpura, Rajasthan - 304501

Tel. Nos. +91-1437-220162 / 220 164 FAX: +91-1437-220163

Email: [director.cswri@icar.gov.in](mailto:director.cswri@icar.gov.in), [cao.cswri@icar.gov.in](mailto:cao.cswri@icar.gov.in) Web site: [www.cswri.res.in](http://www.cswri.res.in)



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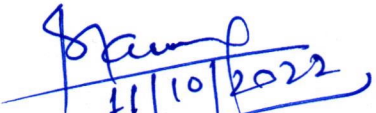
**OFFICE ORDER**

The Indian Council of Agricultural Research, New Delhi has set a target of 75% procurement of goods and services to be made through GeM. Hence, to ensure maximum procurement of goods and services through GeM portal the Competent Authority of the institute has been pleased to set the following procedures to be followed by the officials/officers while submitting the indent/requisition to purchase section for procurement of goods and services:

1. That, the column of the indent form "Whether the item is available on GeM", has to be mandatorily filled with mentioning "Yes" or "No" as the case may be.
2. In case the Item(s) is/are available on GeM, while submitting the indent/requisition form, the specifications of the same are to be given accordingly (as per the specifications of the item, available on GeM).
3. For the item(s) which is/are not available on GeM, a certificate in this regard has to be generated over GeM portal accordingly by the indenter and the same is to be attached with the indent/requisition form.

For the strict compliance of the above procedure, GeM id of the all the scientific, Technical (T-5 and above) and Administrative Staff of the institute and its Regional Research Centers have already been created. However, if any official does not have GeM ID, the purchase section may be contacted for support and help.

This is issued with the approval of the Director.

  
11/10/2022  
(I B Kumar)

Chief Administrative Officer

Distributions: All sections and divisions

