

From

The Comptroller,
Lala Lajpat Rai University of Veterinary and Animal Sciences
Hisar

To

All Deans/Directors/Heads of Departments/Offices (Including outstations)
Lala Lajpat Rai University of Veterinary and Animal Sciences
Hisar

Memo No. CVU/LUVAS/IF/2024/180-270

Dated: 5/4/2024

Sub: Nomination of Comptroller's representative in various Purchase/ Inspection/Auction Committees.

As per orders of the worthy Vice-Chancellor, LUVAS, Hisar, the duty of representative of Comptroller relating to various Purchases/Inspection/Declaring the store items as Unserviceable and Auction Committees etc. for the year 2024-25 is assigned to the following officials with immediate effect:

A. For items costing below Rs. 3.0 lakhs:

Sr. No.	Name of Office/Department	Name of Assistants who will work as representative of Comptroller	Name of Office/ Department where working
1.	Vice-Chancellor	Sh. Narender Kumar	Comptroller
2.	Registrar including COE	Sh. Devender Kumar	Dean COVS
3.	Comptroller	Sh. Mukesh Kumar Indora	LFC
4.	SPO	Sh. Vivek Khudia	Dean PGS
5.	Dean PGS	Sh. Ashok Sharma	DEE
6.	Dean CODST	Sh. Parveen Kumar	Animal Nutrition
7.	Director HRM	Sh. Mohan Kumar	Vety. Microbiology
8.	Director of Research	Sh. Vivek Chopra	Dean COVS
9.	DEE	Sh. Sandeep Kumar	Dean PGS
10.	DSW cum EO	Sh. Ajay Mehta	VPHE
11.	Director IPVS	Sh. Bhagwan Singh	DSW
12.	Dean COVS including CCL	Sh. Sanjay Kumar	DR
13.	Vety. Anatomy	Sh. Mukesh Kumar Saini	Comptroller
14.	Vety. Phy. & Bio.	Sh. Jetinder Kumar	Registrar
15.	Vety. Parasitology	Sh. Amit Sharma	SPO
16.	Vety. Microbiology	Sh. Vivek Beniwal	VPB
17.	Vety. Gynae. & Obst.	Sh. Sunil Kaushik	Registrar
18.	VSR including Library	Sh. Ravinder Kumar	DR
19.	Vety. Medicine	Sh. Pardeep	Director IPVS
20.	VCC	Mrs. Suman Verma	Dean CODST
21.	Vety. Pathology	Sh. Vikash	Dean COVS

22.	Vety. Pharmacology	Sh. Pardeep Kumar	VSR
23.	VAHEE	Sh. Sandeep Kumar	Comptroller
24.	VPHE & Outstations	Sh. Bhup Singh	LPM
25.	ABT	Sh. Parvesh Kumar	DSW-cum-E.O.
26.	AGB	Sh. Anup	Vety. Pathology
27.	LPM	Sh. Karambir Singh	CODST
28.	LPT	Sh. Sunny Ananad	DSW
29.	Animal Nutrition	Sh. Baljeet Singh	Vety. Microbiology
30.	LFC	Mrs. Neeru Bala	ABT
31.	DFSAH	Sh. Parveen Kumar Saini	Director IPVS
32.	FPU	Sh. Niraj Kumar Sharma	COE

B. For items costing Rs. 3.0 lakh & more:

Sr. No.	Name of Department/Office	Name of Officials who will work as representative of Comptroller	Name of Department where working
1.	Vice-Chancellor including Registrar	Mrs. Pratima Kalra, Dy. Supdt.	DSW
2.	Dean, PGS	Sh. Dinesh Kumar, Asstt. Registrar	Dean COVS
3.	Director of Research	Sh. Satyadeep Dalal, Supdt.	Registrar
4.	DSW cum EO	Sh. Ram Manohar, A&AO	DEE
5.	Comptroller including SPO	Sh. Parmod Kumar, A&AO	DSW
6.	COVS (Teaching schemes)	Sh. Kulvinder Singh, Dy. Supdt.	SPO
7.	COVS (All schemes excluding teaching scheme)	Mrs. Jyoti Gahlawat, Dy. Supdt.	Director HRM
8.	Dean CODST including COE	Mrs. Ompati, Dy. Supdt.	Dean PGS
9.	Director HRM including DEE	Sh. Sunil Kumar, Dy. Supdt.	Director IPVS
10.	Director IPVS	Sh. Bijender Singh, Supdt.	Comptroller
11.	University Library	Sh. Surender Singh, Dy. Supdt.	DEE

Controlling Officer's (HPVKs/PVKs) may assign the duty of Rep. of Comptroller for various HPVKs/PVKs etc. out of the Supervisory Staff/Assistants working in their Offices in the above mentioned committees as and when required.

Further, instances have come to notice that some Offices/Departments send letters a day before or on the same day for an auction, purchase, inspection etc. Sometimes the nominee/member for whom the letter has been addressed is on CL, EL etc., same day replacement becomes very difficult for this office. The letter is required to be sent after taking the consent from the concerned employee regarding his/her availability on the scheduled date/time. Further, it is also the responsibility of the employee (Comptroller's Rep.) who is going on leave to intimate the concerned office (for which he/she has been nominated as Comptroller's Rep.) about his/her availability

on scheduled date/time if he/she has already received the letter for purchases/inspection/auction etc.

The letter for substituting the name of Comptroller's Rep will only be considered by this office with proper justification where the timely action has been taken by the concerned Office and there is no lapse on the part of representative of the Comptroller.

Letter regarding deputing Comptroller's Rep. for the above mentioned committees may be addressed to the concerned officials and no letter may be sent to this office in this regard.

All the departments are requested to comply with above instructions strictly. In addition, it is clarified that the above instructions may be considered over and above with regard to all earlier instructions of Comptroller's Rep. issued from time to time in various matters including Store Purchase Procedure, 2015.

It may be got noted from the concerned employees under proper acknowledgement.


COMPTROLLER
5/4/24

Copy to:

1. Secretary to Vice-Chancellor, LUVAS, Hisar
2. Dr. Dinesh Mittal, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
3. P.S. to Comptroller, LUVAS, Hisar