

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/2026/459-525

Dated: 13/4/2026

**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 2026-27 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. Deepak Kumar	DR
2.	➤ Registrar ➤ COE	Sh. Baljeet Singh	Comptroller
3.	Comptroller	Sh. Mukesh Kumar Payal	Registrar
4.	SPO	Sh. Rakesh Saini	Registrar
5.	Dean PGS	Sh. Parveen Kumar	AN
6.	Dean CODST	Sh. Vivek Chopra	Dean COVS
7.	Director HRM	Sh. Parveen Kumar Saini	Registrar
8.	Director of Research	Sh. Parvesh Kumar	DSW
9.	DEE	Sh. Sunny Anand	DSW
10.	DSW cum EO	Sh. Mandeep Saini	VCC

11.	Director IPVS	Sh. Vivek	Dean PGS
12.	➤ Dean COVS ➤ CCL -	Sh. Ajay Mehta	VPTX
13.	Vety. Anatomy	Sh. Sandeep Kumar	Dean PGS
14.	Vety. Phy. & Bio.	Mrs. Suman Verma	Dean CODST
15.	Vety. Parasitology	Sh. Pardeep	VGO
16.	Vety. Microbiology	Mrs. Neeru Bala	ABT
17.	Vety. Gynae. & Obst.	Sh. Ashok Sharma	LPT
18.	➤ VSR ➤ Library	Sh. Vivek Baniwal	VPB
19.	Vety. Medicine	Sh. Vikash	Dean COVS
20.	VCC	Sh. Sunil Kaushik	Medicine
21.	Vety. Pathology	Sh. Karambir Singh.	AGB
22.	Vety. Pharmacology	Sh. Ravi Narwara	Registrar
23.	VAHEE	Sh. Tarun Kumar	1 <sup>st</sup> half day duty in the Dairy Microbiology and 2 <sup>nd</sup> half day duty in Dairy Business Management
24.	VPHE & Outstations	Sh. Niraj Kumar Sharma	COE
25.	AN	Sh. Pradeep Singh Mehra	Dean COVS
26.	AGB	Sh. Ravi Ghottar	1 <sup>st</sup> half day duty in DFSAH and 2 <sup>nd</sup> half duty in Vety. Microbiology
27.	LPM	Sh. Mukesh Kumar Indora	Director IPVS
28.	LPT	Sh. Amit Kumar	VPHE
29.	ABT	Sh. Mahavir Singh	AGB
30.	LFC	Sh. Vinay Kumar	Vety. Microbiology

31.	DFSAH	Sh. Rajesh Kumar	LPT
32.	FPU	Sh. Anup	1 <sup>ST</sup> half day duty in VAHEE and 2 <sup>nd</sup> half duty in Vety. Pathology

**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 ➤ Registrar	Sh. Parmod Kumar, AR	Comptroller
2.	➤ Comptroller ➤ SPO	Mrs. Jyoti Gahlawat, Dy. Supdt.	DHRM
3.	Director of Research	Sh. Ram Manohar, A&AO	DSW
4.	COVS (Teaching schemes)	Sh. Surender Singh, Dy. Supdt.,	Dean CODST
5.	COVS (All schemes excluding teaching scheme)	Mrs. Manisha Rani, Dy. Supdt.	SPO
6.	➤ Dean CODST ➤ COE	Sh. Kulvinder Singh, Supdt.	DSW-cum-EO
7.	Dean, PGS	Sh. Kailash Sharma, Dy. Supdt.	Dean COVS
8.	DSW-cum-EO	Sh. Satish Kumar, AR	Dean COVS
9.	➤ Director HRM ➤ DEE	Sh. Dharmender	Registrar
10.	Director IPVS	Mrs. Ompati, Dy. Supdt.	Dean PGS
11.	University Library	Mrs. Pratima Kalra, Dy. Supdt.	Dean COVS

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 letter a day before or on the same day for 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. including Store Purchase Procedure, 2015.

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

  
Assistant Registrar  
For Comptroller

Copy to:

1. SPS to Vice-Chancellor, LUVAS, Hisar
2. Dr. Dinesh Mittal, Incharge. University Website, LUVAS, Hisar for uploading the above instructions on the University website
3. Dr. Neelesh Siddhu, Assistant Professor, Social Media Champion, LUVAS, Hisar
4. P.A. to Comptroller, LUVAS, Hisar