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From

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

To

The All Deans, Directors, Heads of Departments, Sections
(including outstations),
LUVAS, Hisar.

Memo No. CVU/LUVAS/IF/2015/ 1319-1364
Dated: 25 June, 2015.

Subject: Purchase procedure of feed & fodder and chemicals for mineral mixture.

The Vice-Chancellor, on the recommendations of Central Feed & Fodder Purchase Committee, has approved the following procedure for the purchase of feed & fodder and chemicals for mineral mixture by various Departments of this University. These instructions supersede all earlier instructions on the above subject.

Constitution of the Committee and powers:

1. Constitution of the Committee:

There shall be a separate Committee for the purchase of feed and fodder known as Central Feed and Fodder Purchase Committee. It shall consist of the following:

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|-------|---|------------------|
| i) | Dean, College of Vety. Sciences | Chairman |
| ii) | Director of Research | Member |
| iii) | Comptroller/Rep. | Member |
| iv) | HOD, AGB | Member |
| v) | HOD, LPM | Member |
| vi) | HOD, VPB | Member |
| vii) | SPO/ASPO | Member |
| viii) | A&AO, College of Vety. Sciences | Member |
| ix) | Incharge, Disease Free Small Animal House | Member |
| x) | HOD, AN | Member-Secretary |

II. Powers of the Committee:

The Committee shall have full powers:

- i) To prescribe specifications of various feed and fodders for quality control.
- ii) To approve the purchase of feed and fodders by inviting tenders/quotations.
- iii) To constitute Sub-Committee to make spot purchases.
- iv) To prescribe specifications of various feed grade chemicals for the mineral mixture.
- v) To take decisions to settle the Audit objections pertaining to purchase of feed & fodders and chemicals. The decision taken by the Committee shall be final.