



भा.कृ.अ.प. - भारतीय कृषि अनुसंधान संस्थान

ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE

पूसा, नई दिल्ली/PUSA, NEW DELHI-110012



F.No. Misc./PS/2025

दिनांक /Dated: 10.09.2025

परिपत्र/Circular

**Subject: Hybrid Workshop on Sensitization of Personnel in Efficient and Expeditious Handling of Procurement Matters**

With the approval of the Director, IARI, New Delhi, a workshop is being organized by the Internal Finance Division (IFD), IARI, New Delhi, to sensitize personnel on the efficient and expeditious handling of procurement matters. The objective of the workshop is to bring about uniformity and ensure a systematic approach in the preparation and submission of procurement proposals to the IFD for scrutiny and concurrence.

All Assistant Administrative Officers (AAOs) and dealing assistants associated with procurement activities in various Divisions/Units/Centers/Regional Stations of IARI, New Delhi are instructed to attend the workshop **mandatorily**. The schedule of the workshop is as follows:

- Title: *Sensitization of Personnel in Efficient and Expeditious Handling of Procurement Matters*
- Date: **Thursday, 11th September 2025**
- Time: **03:00 PM – 05:00 PM**
- Venue: **Auditorium, Division of Agricultural Engineering, IARI, New Delhi**

As per the directions of the Director, the workshop shall also be attended by procurement personnel from all Regional Stations/Regional Centers of IARI, including KVK, Shikohpur, IARI-Assam, and IARI-Jharkhand, through virtual mode. The link for Online Participation as follows:

- Join Zoom Meeting:  
<https://us06web.zoom.us/j/83667849695?pwd=7pjRPEArMy9OMsbGBCcQG1L0avhJbq.1>
- Meeting ID: 836 6784 9695
- Passcode: 728666

All concerned officers and staff are requested to ensure their attendance in the workshop — **Offline for personnel at IARI, New Delhi, and Online via Zoom for participants from Regional Stations /Regional Centers of IARI, KVK, Shikohpur, IARI, Assam and IARI, Jharkhand).**

  
Senior Finance & Accounts Officer

**Distribution:**

1. All Heads of Divisions/Regional Stations/Units/Centers/KVK Shikohpur/PDs, IARI, New Delhi – with a request to instruct the concerned staff to attend the workshop.
2. P.S. to Director, IARI, New Delhi, IARI Assam and IARI, Jharkhand/ JD (Res.) /Dean & JD (Ed.) JD (Ext.) / JD (Admin) – for kind information.
3. All concerned officers and dealing assistants associated with procurement activities to attend mandatorily.
4. In-Charge, AKMU – with a request to upload this circular on the IARI website.