

MOST IMMEDIATE

**No.19-1/2018-GA-I
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare
(GA-I Section / Stationery Cell)**

Krishi Bhawan, New Delhi
Dated:- 31st August, 2018

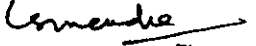
CIRCULAR

Subject:- Launch of module for online requisition of stationery items. regarding

The procedure for requisition and issue of stationery items to officers and staff of this Department was reviewed by the Competent Authority and a module has been planned by which all authorized persons may submit their requisition for stationery items through online mode in place of existing system.

2. The inventory management software is available on the staging server at the link : **10.248.215.207/oims/Login.aspx** from **3rd Sep, 2018 till 30th Sep, 2018 for a trial.** All users, not below the rank of Section Officer, are required to initially register in the system by exercising the option "User Registration" available in the Home Page. After registration, requirement can be submitted by selecting required items and quantity. During the month of September, 2018 all the users has to submit their request online as well as offline also. **From 1st October, 2018, only online request will be entertained.**

3. All concerned are requested to register on the portal and to send requisitions for stationery items accordingly.


(V. Surendra)
Under Secretary (GA)
Tel. No.23384929

Distribution:-

1. PS to Minister (Agri & FW).
2. PS to MoS (Agri., Coopn. & FW).
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5. PS/PPS/Sr. PPS to AS(JS)/AS &FA/Agriculture Commissioner.
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7. All Directors/ Additional Commissioner/Deputy Secretaries/Deputy Commissioner/Joint Director of DAC&FW.
8. All Under Secretaries/ Assistant commissioner/Deputy Director of DAC&FW.
9. Pay & Accounts Officer (Sectt.), DAC&FW, Krishi Bhawan, New Delhi
10. All Section /Division of this Department.
11. NIC (Senior Technical Director), Room No.349, Krishi Bhawan, New Delhi.