



**ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)**

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Circular

It has been observed by the Competent Authority of the Institute that indents are frequently received for repairing of Laboratory Instruments from different Laboratories/Divisions. It may be noted that the fund of the Institute available for repair and maintenance is limited and repairing of considerable number of functional instruments may not be possible in a Financial Year.

Hence, need is felt for requirement of proper maintenance and rationalization of use of the instruments by the User Officials at Laboratories and Divisions. In view of the above, it is requested to maintain the instruments in the following manner:-

- a) Each Instrument should be properly cleaned/dusted everyday by the officials using it and the In-charge of the Laboratory should inspect the instrument every fortnight. Laboratories/Divisions may evolve mechanism for inspection of the instruments at their disposal.
- b) A Standard Operating Procedure (SOP) should be conspicuously pasted near each instrument for ease of operation.
- c) The staff members/contractual personnel working with the instrument should learn the overall operation of the instrument from the repairing agencies, so that in the event of minor breakdown, the available manpower can address the problem instead of waiting for the visit of repairing agencies.
- d) The Laboratories/Divisions should watch that each instrument at their disposal should work continuously and no instrument should go broken down due to lack of operation. Those instruments, which lie idle for a long time, should not be sent for repairing immediately. In the event an instrument is lying idle or not required in a Laboratories/Divisions, should be swiftly brought to the notice of the Competent Authority for quick evaluation of the usage of the instrument in other places.
- e) Each instrument should accompany a Log Book, which should be periodically inspected by the In-charges of Laboratories/Divisions.

All concerned are hereby requested to adhere to the aforementioned instructions strictly and evolve mechanisms for reducing incidence of requirement of repairing of the instruments.

This issues with the approval of the Director, ICAR-CIFRI.

(Rajeev Lal)

Dir./JD(A)-cum-Registrar

Distribution:-

1. The ACTO, Director's Cell for kind information to the Director.
2. Shri S.K. Sahu, Scientist and In-charge, AKMU Cell for information with the request to upload on Official website for wide Circulation among all concerned.
3. Heads/Officer-in-charges/In-charges/Sectional Heads of the Headquarter, ICAR-CIFRI and Outstations for kind information, wide circulation and strict compliance.