



# DELHI INSTITUTE OF HERITAGE RESEARCH & MANAGEMENT

(GOVT. OF NCT OF DELHI)

18-A, SATSANG VIHAR MARG, QUTUB INSTITUTIONAL AREA, NEW DELHI - 110067

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**Ref. No.:**

**Dated** : 14.10.2011

## ORDER

1. Sh. K. S. Bisht (LDC) is vested with the responsibility for making stock entries for purchase and utilization of diesel for the operation of generator set.
2. Sh. Rajiv Sharma (LDC) will verify the records/ utilization, as per consumption of diesel.
3. Sh. Satyavir/ Sh. Naresh shall operator the generator set.
4. The reserve stock of 25 liters diesel shall be stored in the conservation laboratory of the Institute with the knowledge of Sh. R.K. Trivedi, Lab. Incharge. Sh. K. S. Bisht (LDC) will make the purchases of diesel through stores from office expenses.

This issue is with the prior approval of the Competent Authority.

Yours Sincerely,

S/d-

(Ashwani Asthana)  
Admin- II

Copy to: for information

- Vice Chairman, DIHRM
- Acting Director, DIHRM
- Registrar, DIHRM
- Admin- I
- Person concern