

**GOVERNMENT OF JAMMU AND KASHMIR**  
**DIRECTORATE OF FAMILY WELFARE , MATERNAL CHILD HEALTH & IMM.**  
Barzulla Srinagar Behind Bone & Joint Hospital (Srinagar) Phone No. 01942953590  
Camp office Near Sainik School, Nagrota Jammu Tele /Fax No.01912955361  
Email-id . dfwjandk@gmail.com. PIN CODE.181221

**Subject: -** Establishment of Purchase Section in the Office of Director Family Welfare, MCH & Immunization, J&K.

**O R D E R N O:- 278 of 2024**  
**D A T E D :- 13 -07-2024**

Establishment of Purchase Section is hereby accorded in the Directorate of Family Welfare, MCH & Immunization Department, J&K as per the Secretariat manual to enable the Directorate Office to procure the required material through Gem-Portal/Local Market as per requirement. The Purchase Section is comprising of below mentioned hierarchy in the establishment of Directorate Office of Family Welfare, MCH & immunization, J&K :-

Administrative Officer	Over all supervision of purchase section
Section Officer	Monitor/Check fulfillment of all codal formalities in terms of GFR-2017
Head Assistant	Processing of files with requisitions received.
Senior Assistant	Maintaining of records/files of all procurement process as per requisitions received from sections.

In view of above, it is impressed upon all the Sections/Branches of Directorate office to submit their requisitions for procurement of any sort of Goods/Material through concerned heads of Sections/Branches addressed to worthy Director, Family Welfare, MCH & immunization, J&K.

Sd/-  
**(Dr. Tajamul Hussain Khan)**  
Director,  
Family Welfare MCH & Immunization, J&K.

No:- DFW/JK/Adm/ 10188-97

Dated:- 13 -07-2024

**Copy to the:-**

1. Assistant Director, FW, MCH & Immunization, Jammu/Kashmir for information.
2. Chief Accounts Officer, Family Welfare, MCH & Immunization, J&K for information.
3. Administrative Officer, FW, MCH & Immunization, J&K for information
4. Deputy Director, Planning, FW, MCH & Immunization for Information.
5. Section Officer/Head Asstt/Sr.Asstt. Dir. FW, MCH & Immunization, J&K for information.
6. Notice Board, Camp-Office Nagrota Jammu/Barzulla Srinagar.
7. I/c Website.

Family Welfare MCH & Immunization (J&K)  
13/7/24

(Hilal Ahmad Wani)  
Administrative Officer  
13/7/24