



Office order

Ref no.69-P(CPC)/2024

Date:10.05.2024

It is hereby informed to all concerned that a **Central Purchase Committee** has been formed to purchase all equipment"s/stationaries/spare parts/repair & maintenance work/services etc. as per West-Bengal Government procurement guidelines w.e.f. 10.05.2024 . The Committee is formed as per the guidelines of the Finance Committee . The Central Purchase Committee formed as follows:

1. The Principal: Chairman
2. Nodal Officer cum Co-ordinator-Procurement: Registrar
3. Nodal Officer (E-Tender): Sri Ashim Roy, SWO
4. Nodal officer (GEM): Sri Aditya Kumar Samanta, Assistant Professor & Head, IT
5. Accounts Officer
6. Convener cum document control: Mr.Dilip Roy
7. Stores Keeper
8. Advisors: Prof.P.K.Saha, Professor, EE

Purchase committee will meet periodically/ as and when required to finalize the matters as mentioned in the „Procurement Manual“. Decision/proceeding of the meeting will be recorded in the Minute book.

CPC will review the departmental budget (Items on Priority basis) placed in the beginning of the Financial year and plan to recommend the items to be purchased to Departmental purchase committee as per the availability of fund. The departmental nodal officer/Incharge/Head will place the note sheet to Principal and a copy of the note sheet will be submitted to the central stores/Dept. stores for records. All items procured either from **State Head or locally purchased are** to be recorded at the CPC and Departmental stock register and material must be issued from Central stores under the control of CPC. No items will be purchased if the items are not included in the budget proposal. The department must maintain a stock register and the material/items issued to the faculty/staff members.

Note: The current order will supersede the previous order in regard to Central Purchase Committee formation

  
Principal

Copy to:

1. All heads
2. All members