



Office order

Ref no.25062025-P(CPC)/2025

Date:25.06.2025

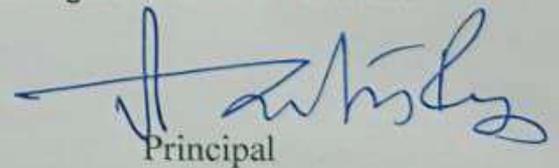
It is hereby informed to all concerned that a **Central Purchase Committee** has been formed to purchase all equipment's/stationaries/spare parts/repair & maintenance work/services, etc. as per West-Bengal Government procurement guidelines w.e.f. 23.06.2025. The Central Purchase Committee was formed 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

The purchase committee will meet periodically or as and when required to finalize the matters mentioned in the „Procurement Manual.“ The decision/proceedings of the meeting will be recorded in the Minutes 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