OFFICE MEMORANDUM

In order to purchase goods costing above Rs.25,000/- (Rupees Twenty Five Thousand only) and up-to Rs.2,50,000/- (Rupees Two Lakhs, Fifty Thousand only) only on each occasion under the provisions of GFR-155 the Director has approved constituted the Local Purchase Committee consisting of the following officials of the Institute:-

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. P. Shivaperumal</td>
<td>Scientist-D</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Sukhdev Mishra</td>
<td>Scientist-C</td>
</tr>
<tr>
<td>3</td>
<td>Dr. D.P. Singh</td>
<td>Scientist-B</td>
</tr>
<tr>
<td>4</td>
<td>Sh. D.T. Modl.</td>
<td>Section Officer (Stores)</td>
</tr>
<tr>
<td>5</td>
<td>Sh. Rahul J. Wadhwani</td>
<td>Section Officer (Accounts)</td>
</tr>
<tr>
<td>6</td>
<td>Sh. R.M. Porwal</td>
<td>Jr. Hindi Translator</td>
</tr>
</tbody>
</table>

Any three members of the above committee, as per their availability, will survey the local market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, members of the committee will jointly record a certificate as required under GFR-155 provided as under:-

"Certified that, we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned."

These orders supersede all earlier orders and will operate till further orders.

This issues with the approval of the Director.

(R.K. Thakur)
Administrative Officer
for Director

To,
All the above officials concerned,

Copy to :-
1. Director’s office,
2. Accounts Officer,
3. SO(Stores),
4. SO(Estt-I),
5. SO(Project),
6. HOD, IT Division – for updating the details on Institute website.
7. Office copy.