

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

*National Centre of the Government of India for Nuclear Science and Mathematics
(Deemed University)*

Homi Bhabha Road, Colaba, Mumbai 400 005

May 8, 2012

OFFICE ORDER OD-14-2012

Procurement and Stores Committee

The Procurement and Stores Committee is constituted as under until further orders to formulate rules and procedures to streamline procurements as per the mandate given below.

Dr. Mandar M. Deshmukh	-	Chairperson
Prof. Gobinda Majumder		
Prof. Vandana S. Nanal		
Prof. D.K. Ojha		
Dr. Jyotishman Dasgupta		
Dr. Roop Mallik		
Registrar/Representative		
Shri A.M. Abhyankar		
Shri P.S. Murthy		
Shri Shekhar G.K.	-	Secretary

1. To formulate rules and procedure, for efficient and expeditious functioning of the Purchase, Stores and Accounts sections as far as procurements are concerned. The recommendations of this committee will be submitted to SCA and the Director, for approval.
2. To oversee the procurement process in the Institute, including implementation of procedures, manpower allocation, and IT support for procurement related matters under Purchase, Accounts and Stores sections.
3. To approve the list of suppliers for fast moving items and ensure that the list is updated.
4. To decide on the norms for stocking items required by different departments so that the number of indents for commonly used items can be minimised. The committee shall review periodically requirements of the users and ensure that varying demands in relation to the developments in technology are complied with.
5. Head, ISDG may be co-opted in the Committee as and when required.
This supersedes all previous orders on the subject.

All member of the Committee
Registrar – for circulation

(M. Barma)
Director