



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि०अनु०आ० अधिनियम १९६ की धारा ३ के तहत मान्यता प्राप्त विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)

मेसरा, राँची- ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

Ref. No P/E/2022-23/20

Dated: 29.08.2022


MEMO

Formation of Departmental Purchase Committee (PCD), Production and Industrial Engineering, wef 01.09.2022]

Departmental Purchase Committee			
SI No.	Name	Designation	Role
1	Dr. Joyjeet Ghose	Associate Professor & HOD	Chairman (Ex-officio)
2	Dr. Ritesh Kumar Singh	Associate Professor	Member
3	Dr. Bappa Acherjee	Assistant Professor	Member
4	Dr. Somak Datta	Assistant Professor	Member
5	Dr. Gayatri Paul	Assistant Professor	Member
6	Dr. Manish Oraon	Assistant Professor	Member

Mandate:

- 1) To execute the purchase process, following the Departmental budget.
- 2) To prepare specifications for the items to be purchased
- 3) Initiate the indent for purchase
- 4) Arrange for necessary quote
- 5) Approve the tender documents.
- 6) Approve the technical responsiveness of the quotation received wrt the specs prepared.
- 7) To arrange for all necessary approval required for the purchase process.
- 8) Any other matter relating to purchase


Joyjeet Ghose 21/8/22

Head, Department of Production & Industrial Engineering,
BIT, Mesra



HEAD OF DEPARTMENT
Dept. of Production & Industrial Engineering
B.I.T. Mesra, Ranchi-835215