

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, कालिकट
NATIONAL INSTITUTE OF ELECTRONICS AND
INFORMATION TECHNOLOGY, CALICUT

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OFFICE ORDER

No. DIR/OOR/21/03

16th November 2021

Consequent on the recent transfer of some of our Officers, the Purchase Committee of the Centre is reconstituted as follows, with immediate effect.

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|-----------------------------------|---|------------------|
| Mr. P T Sasidharan, S/E 'E' | - | Chairman |
| Mrs. Saritha S, S/E 'E' | - | Member |
| Mr. Jayaraj U K, S/E 'D' | - | Member |
| Mrs. Sini S Nair, Pr. TO | - | Member |
| Jt. Director (F&A) or his nominee | - | Member |
| Purchase In-Charge | - | Member Secretary |

In addition to above, the Indentor and concerned experts from relevant areas like Civil, Mechanical, Electrical, etc. from within the Centre shall attend the meeting as special invitees, if required.

In the absence of Mr. P T Sasidharan, Mrs. Saritha will chair the meeting.

Functions of the Committee will be to consider specifications of purchase requisitions, quotations and tenders received, to make specific recommendations to Executive Director for approval, and to ensure that the procedures/guidelines being followed are as per NIELIT Operating Instructions for Procurement of Goods & Services, Civil and Electrical Works, and GFR.

M. P. Pillai
EXECUTIVE DIRECTOR

Copy to:

- 1) All concerned.
- 2) All Regular Staff
- 3) Vigilance Officer
- 4) PIO
- 5) Web Administrator
- 6) Admn.