



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
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DSCSITSC/PRIN/23-24/22

Date:03.07.2023

NOTICE

Objective:

- To monitor the purchases required for academic and administrative needs of the staff members.
- To ensure transparency, accountability and fairness in the procurement process.
- To recommend the suitable vendor for the procurement.
- To ensure purchase procedures are followed for purchases above Rs.5000
- To request technical input from relevant staff as required

The Purchase Committee is hereby reconstituted with the following members

SI No.	Name	Position
1	Dr. Saradindu Panda, Principal	Chairman
2	Mr. Soumik Jash, Accounts officer, Dept. of Administration	Convener
3	Dr. Soumitra Roy, IQAC Convener	Coordinator
4	Mr. Anirbit Sengupta, Deputy Registrar, Dept. of Administration	Member
5	Ms. Dazy Rani, Assistant Registrar, Dept. of Administration	Member
6	Mr. Rahul Chowdhury, Store in Charge, Dept. of Administration	Member
7	Ms. Shilpi Mukherjee (Sarkar), HR, Dept. of Administration	Member
8	Mr. Baibaswata Das, Faculty. Dept. of CE	Member
9	Ms. Rinku Supakar, Faculty. Dept. of CSE	Member
10	Mr. Somnath Dasgupta, Faculty. Dept. of ECE	Member
11	Ms. Pallabi Bose, Faculty., Dept. of BSH	Member
12	Dr. Sayantan Chakraborty, Faculty. Dept. of EE	Member
13	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	Member
14	Mr. Prasenjit Paul, Asst. Librarian	Member
15	Mr. Abhijit Ghosh, Purchase Manger, JIS-HO	Member
16	Mr. Abhishek Das, Accounts Assistant	Member

Frequency of meeting: -As &when required.

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Principal
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

Copy to:

1. All HoD's/ TIC's
2. All Concerned