

Technology Information Forecasting and Assessment Council (TIFAC)
Technology Bhavan, New Mehrauli Road
New Delhi -110016

No. TF/21/0016/2019-20/Admin

March 09, 2022
(1)

OFFICE ORDER

The Standing Purchase Committee in TIFAC has been reconstituted as given below:

- | | | | |
|------|---|---|------------------|
| i. | Ms. Sangeeta Baksi, Scientist - F | - | Chairman |
| ii. | In-Charge –Publication Cell | - | Member |
| iii. | Dr. Brajeshwar Chandelia, Scientist - C | - | Member |
| iv. | Sh. Deep Prakash, Accounts Officer | - | Member |
| v. | Sh. Ravindra Kumar, AM(Tech) | - | Member Secretary |

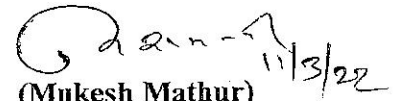
Sh. Anoop Singh Aswal, Computer Assistant would assist the Standing Purchase Committee for support activities

2. The scope of the Committee would be as follows: -

- i. To assess the need in view of available budgetary resources.
- ii. To explore / survey the market, ascertain the reasonable rates and quality of the product and make recommendations regarding all purchases (including Publication related works) above certain limits as per GFR norms except those undertaken through GeM (Government E-Market). Before recommending placement of the work order the members of the committee will jointly record a certificate as per GFR norms.
- iii. To examine and open all tenders/quotation for purchase/ hiring of goods/services including those for publication related works and recommendations thereon.
- iv. Any other related matter referred to the Committee.

3. The Committee will meet at least once in a month or as and when required to consider urgent requirement.

This is issued with the approval of ED, TIFAC


(Mukesh Mathur)
In-Charge (F&A) 11/3/22

To,
All Concerned Officers / Staff

Copy to:

1. All HoDs
2. All members of erstwhile Standing Purchase Committee
3. PA to ED, TIFAC for information of ED
4. PA to In-charge (Fin. & Admin) for record
5. Dr. S.K. Goel, Scientist -E
6. Consultant (Admin& Estb.)
7. Accounts Officer
8. Hindi Cell
7. Guard File

