



St. Martin's Engineering College
Dhulapally, Secunderabad

PROCUREMENT COMMITTEE 2016-2017

Convening Order

The administration of the College is decentralized and transparency is maintained by constituting various committees with senior committee members.

Procurement Committee is constituted as under:

Sno.	Name of the Staff	Dept.	Role
1	Mr. A. Suresh Kumar	Admin	A.O
2	Mr. Nagendra Kumar	Admin	Member
3	Mr. Bhupender Singh	Transport	Member
4	Mr. Rajesh	Accounts	Member
5	Mr. Pradeep	Transport	Member
6	Mr. Pramod	System Admin	Member

Frequency of Meeting: As and when required

Functions & Responsibilities:

- To analyze quotations and prepare quotations as per the requirements, and provide recommendation for approval from the Director.
- To ensure all documentation is accurately completed .
- All members are to be present at meetings. If a member is unable to attend, the officer-in-charge shall be the representative. If the OIC is also unavailable, a representative is to be designated in writing by the member or by the head of the department or office concerned, to whom all responsibility and authority of the absent member is to be delegated.


PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally Village, Gandimaisamma (M),
Medchal-Malkajgiri (D), Secunderabad-500100.