



St. Martin's Engineering College

An Autonomous Institution
Dhulapally, Secunderabad-500 100
NBA & NAAC A+ Accredited



PROCUREMENT COMMITTEE 2020-21

CONVENING ORDER

Procurement Committee is constituted as under:

S. No.	Name of the Staff	Role	Department
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. G. Praveen	Member	TPT
3	Mr. Nagendra	Member	Admin
4	Mr. C.M. Ashok	Member	Mech
5	Mr. Hanuman Naik	Member	Mech
6	Mr. Rajesh	Member	Accounts
7	Mr. G. Kiran Yadav	Member	Admin

Frequency of Meeting: As and when required

Functions and 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 any member is unable to attend, the office in charge shall be represented. If the OIC is also unavailable, a representative should be designated in writing by the member or by the head of the department.

PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)
Secunderabad-500 100, Telangana.