



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University Under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No - 43029/27/VC/2026/02/801

Dated - 30.06.2026

Office Order

In supersession of all previous orders, if any, and with the approval of the Competent Authority, the following Purchase and Procurement Committee (PPC) is hereby constituted with immediate effect for examination and recommendation of procurement proposals relating to goods, services, consultancy services and works in accordance with the provisions of GFR, 2017 and other applicable Government instructions issued from time to time:

PURCHASE & TENDER COMMITTEE

Sl. No.	Composition	Role
1	Vice Chancellor	Chairperson
2	Registrar	Member
3	Chief Accounts Officer	Member
4	Senior Manager (IT)	Member
5	Senior Manager (Material & Resource Infrastructure)	Member Convener
6	Maintenance Engineer	Member
7	Head of the Concerned Department	Member

Terms of Reference

The Committee shall:

- Examine procurement proposals relating to goods, services, consultancy services and works;
- Scrutinize specifications, scope of work, estimates and other tender conditions, as applicable;
- Recommend the appropriate mode and methodology of procurement in accordance with GFR, 2017, GeM guidelines and other applicable Government instructions; and
- Make recommendations in accordance with the applicable delegation of financial and administrative powers.

The Committee may co-opt subject matter experts or invite any officer(s) as special invitees, as required.

This order shall come into force with immediate effect and remain valid until further orders.

Somaditya Majumder

(Somaditya Majumder)
Registrar(IC)

Copy to:

- All the members concerned.
- All Section heads.
- EA to VC.
- OA to Dean.
- Notice Board.
- Institute's Website.
- Hindi Section.

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