



NRI INSTITUTE OF TECHNOLOGY

(AUTONOMOUS)

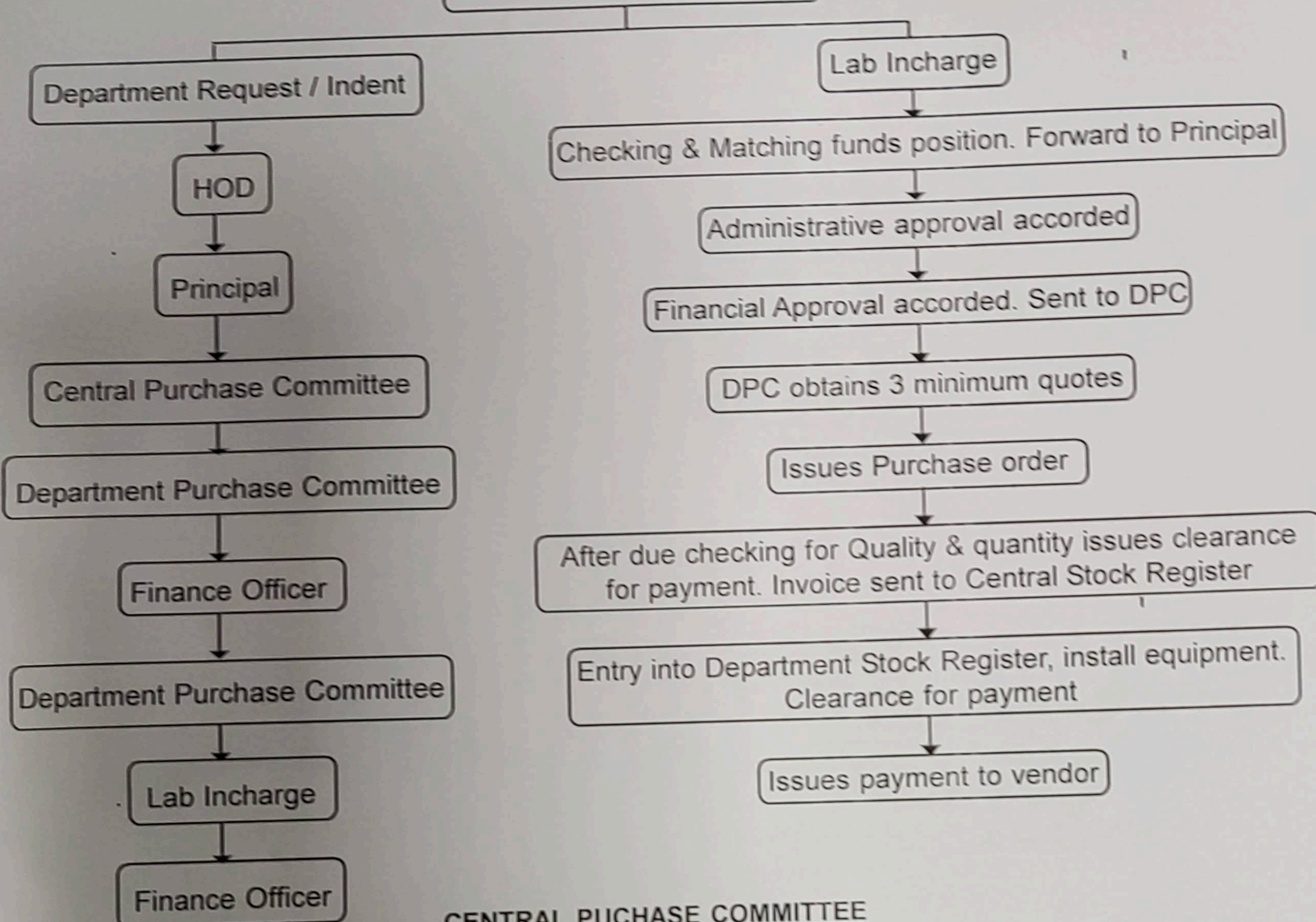
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(An ISO 9001 : 2008 Certified Institution)

Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.

Date : 01/06/2022

PURCHASE COMMITTEE

Flowchart of Purchasing

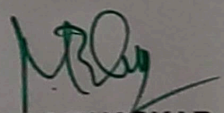


CENTRAL PURCHASE COMMITTEE

S.No	Name	Designation	Role
1	Dr. R. Venkata Rao	Chairman & Correspondent	Chairman
2	Dr. C. Naga Bhaskar	Principal	Convener
3	Dr. M. V. N. Sarma	Academic Director	Member
4	Dr. D. Kailasrao	Professor	Member
5	Dr. N. Sambasiva Rao	HOD & CE	Member
6	Mr. N. Madhava Rao	Administrative Officer	Member

Roles, Rules & Responsibilities of Department Purchase Committee :

- DPC should consist of HOD and a minimum of three more persons, comprising one Professor and one Associate Professor.
- To analyze quotations provided by the vendors, and provide recommendation to Finance Officer.
- To ensure that the supplies/services quoted for comply with what was requested in the indent.
- Ensuring samples where ever required for review. Call for satisfactory report from earlier purchasers supplied by the same vendor.
- After sales service regarding warranty / guarantee. Availability of technical persons on call.


Dr. C. NAGA BHASKAR
PRINCIPAL
NRI Institute of Technology

Dr. R. VENKATA RAO



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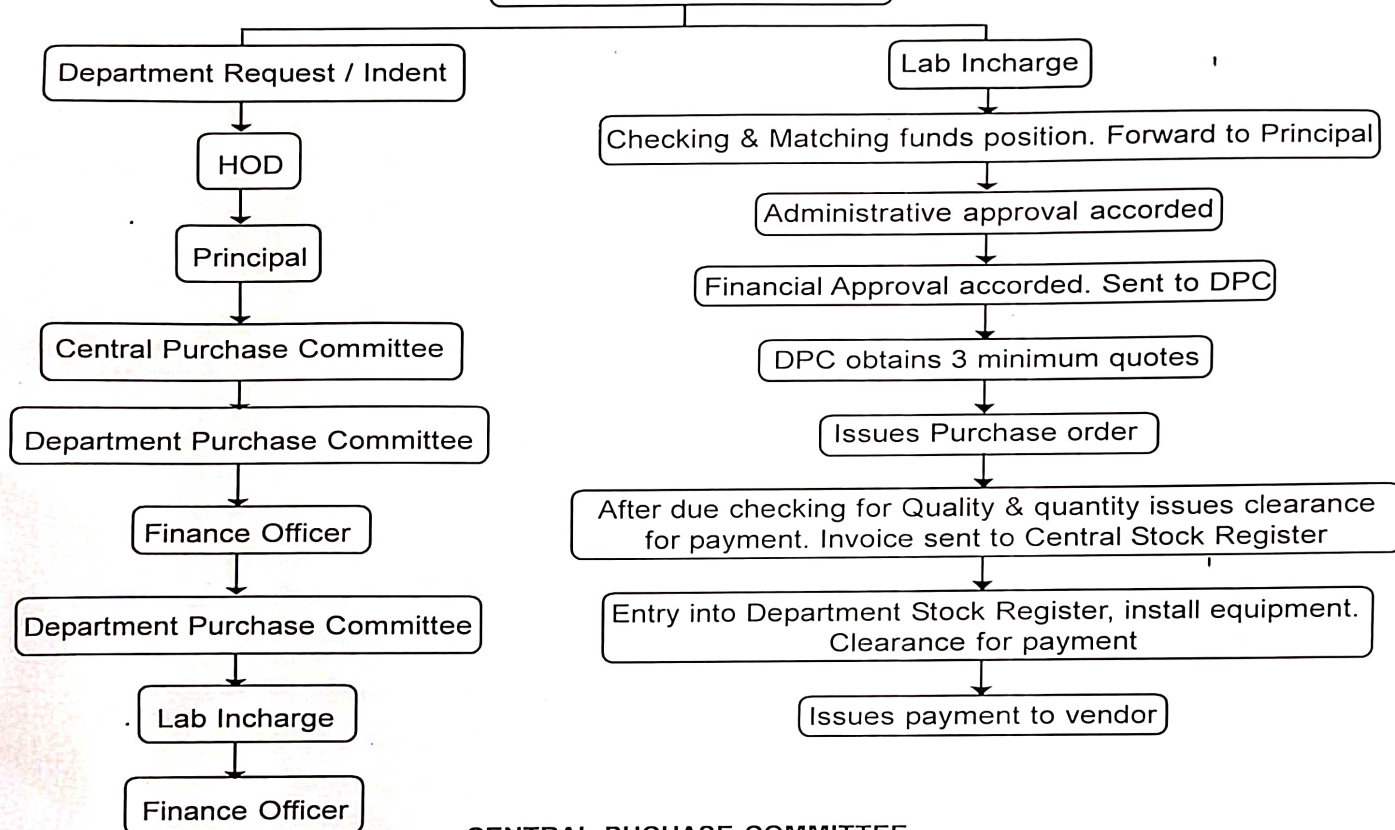
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