



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
(An Institution of National Importance under Ministry of HRD, Government of India, New Delhi)
JAMSHEDPUR (JHARKHAND) – 831014

Ref. No. NITJSR/REG/2017-18/2379

Date: 11/10/2017

OFFICE ORDER

The Purchase Committees for different Centers / Cells / Offices / and General administration Sections / Units of the Institute to perform functions as mentioned below are constituted with immediate effect and till further order.

Functions:

- To advise and assist the Heads of the Centers / Cells and General administration Officers / Sections / Units for procurement of facilities / goods and maintenance services.
- To process the Tender notice / bidding documents scrutinize the quotations / bids received, prepare the comparative statement and recommend the vendor / bidder to whom, supply order / contract will be placed.
- To undertake any other work entrusted by the Head of the Centre / Cell / Office / Section / Unit

1. Training and Placement Cell:

1.	Professor-In-Charge, Training & Placement	Chairman
2.	HOD (Mechanical Engg.)	Member
3.	HOD (Metallurgical & Materials Engg.)	Member
4.	HOD (Computer Sc. & Engg.)	Member
5.	Dr. A.K.Choudhary, Deptt. Of Civil Engg.	Member

2. Central Library:

1.	Chairman, Library	Chairman
2.	Prof. Shalendra Kumar, Deptt. of Mech. Engg.	Member
3.	Prof. U.Laha, Deptt. of Physics	Member
4.	Dr. A.K. Choudhary, Deptt. of Civil Engg.	Member
5.	Sri. N.K. Setty, Assistant Librarian	Convener - Member

3. Computer Centre

1.	Head, Computer Centre	Chairman
2.	Head, Computer Science & Engineering	Member
3.	Prof. R.V.Sharma, Deptt. of Mech. Engg.	Member
4.	Dean (Acad. & E-Governance)	Member
5.	Associate Dean (P&D: Digital Campus)	Convener - Member

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Handwritten signature and date
11/10/17



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4. Academic Section

1.	Dean (Academic and e-Governance)	Chairman
2.	Associate Dean (Academic)	Member
3.	Stores Officer	Member
4.	Accountant	Member
5.	Dy. Registrar (Academic)	Convener - Member

5. General Administration / Office / Section / Unit

1.	Registrar	Chairman
2.	Dy. Registrar (Establishment)	Member
3.	Assistant Registrar (Establishment)	Member
4.	Accountant	Member
5.	Stores Officer	Convener - Member

6. Student Welfare & Hostel Management

1.	Dean (Students Welfare)	Chairman
2.	Associate Dean (Students Welfare)	Member
3.	Warden, Girls Hostel-RLB and Girls Hostel – AHR	Member
4.	Prof. A.K.L.Srivastava, Deptt. of Civil Engg.	Member
5.	Chief Warden	Convener - Member

Atcues
11/10/17
Registrar (I/c)

Copy to:

- 1) Office of the Director for favour of kind information
- 2) All Deans / HODs / HOCs / HOSs
- 3) Finance Officer
- 4) Dy. Registrar (Estt.)/Assistant Registrar (Estt.)
- 5) All Wardens through Chief Warden
- 6) Persons concerned
- 7) PI (Website)
for information and necessary action.