



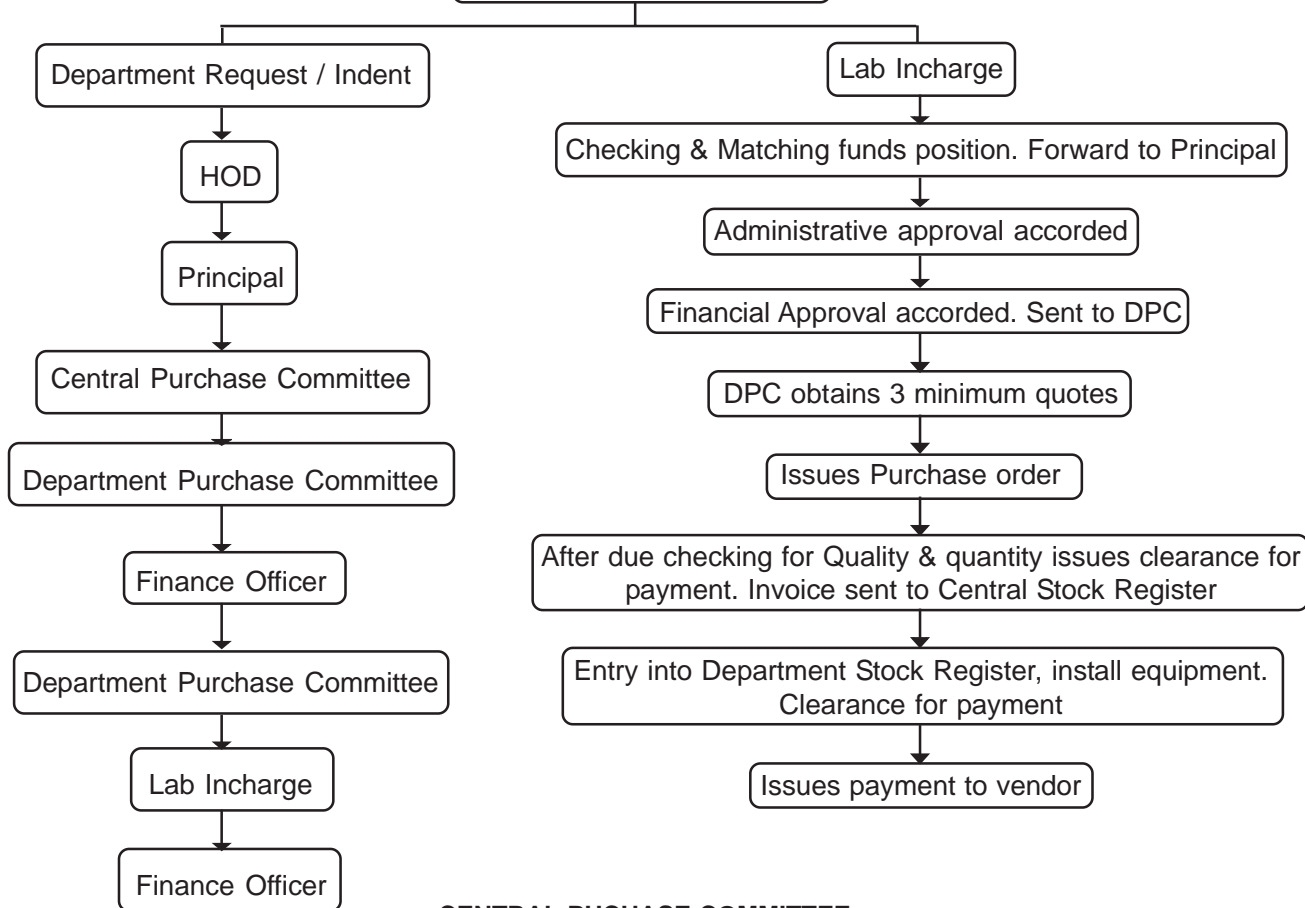
# NRI INSTITUTE OF TECHNOLOGY

(Affiliated to JNTUK, Kakinada :: Approved by AICTE, New Delhi, ISO 9001 : 2008 Certified)  
(An ISO 9001 : 2008 Certified Institution)

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

## 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. K. V. Sambasiva Rao	DEAN	Member
5	Dr. N. Sambasiva Rao	HOD	Member
6	Mr. V. Ravi	Finance Officer	Member
7	Mr. N. Madhava Rao	Administrative Officer	Member

#### Roles, Rules & Responsibilities of Department Purchase Committee :

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

(Dr. C. NAGA BHASKAR)

(Dr. R. VENKATA RAO)