

भारतीय डाक



India Post

**DEPARTMENT OF POSTS, INDIA**  
**OFFICE OF THE CHIEF POSTMASTER GENERAL, WEST BENGAL CIRCLE,**  
**KOLKATA-700012.**

Memo No EST/B/E-10/2010

Dated at Kolkata-700012, the 18.04.2016

The following orders of the Chief Postmaster General, West Bengal Circle, Kolkata-700012, in accordance with the standing order as mentioned under rule 146 of GFR, the following purchase committees comprising of the following officers as indicated below against concerned section, are formed under which purchase of goods costing above Rs. 15,000/- only and up to Rs. 1,00,000/- only on each occasion—will be made on the recommendations of the duly constituted local purchase committee, consisting of 3 (Three) members of an appropriate level as decided by the Head of the Department and shown against the concerned section.

The Committee, so constituted, will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as below:-

“Certified that we.....members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, period at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

The purchase committees, as shown below, are formed for smooth and speedy disposal of purchase cases. In case of absence of any member of the 1st committee, the 2<sup>nd</sup> committee member will act as like as the 1st committee.

In case regular incumbent in any of the following committee is absent on account of leave, training or tour the corresponding 2<sup>nd</sup> Committee member will automatically become member of LPC (Local Purchase Committee).

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**PLI of C.o.**

Ist Committee	2 <sup>nd</sup> Committee
1.DDM(PLI)	1. DDM(PLI)
2.ADPS(BD)	2. ADPS(PG&MM)
3.A.A.O.(Budget)	3. AAO(BD)

**BD of C.O.**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(BD))	1.ADPS(BD)
2.DDM(PLI)	2. ADPS(Rectt)
3.AAO(BD)	3.AAO(PLI Loan)

**General Section /CR &Despatch/Postal Operation/Issue&SR (C.O)**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(P&SR)	1.ADPS(P&SR)
2.ADPS (Inv&Court)	2.ADPS(TO)
3.AAO(RPLI)	3.AAO(Budget)

**Mails (C.O) & RLO**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(Mails)	1. ADPS(Mails)
2.ADPS(A/Cs)	2. ADPS(Inv & Court)
3.AAO(BD)	3. AAO(PLI Loan)

**TO (Technology Operation), C.O.**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(TO)	1.ADPS(TO)
2.ADPS(PG & MM)	2.ADPS(Mails)
3.AAO(Budget)	3.AAO(BD)

**Rectt C.O.**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(Rectt)	1.ADPS(Rectt)
2.ADPS(Mails)	2.ADPS(PG&MM)
3.AAO(BD)	3.AAO( Budget)





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**Complaints & Material Management C.o.**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(PG &MM)	4. ADPS (PG& MM)
2.ADPS(TO)	5. ADPS(Staff,Estt & PN)
3.A.A.O.(Budget)	6. AAO(BD)

**Staff & Estt C.O.**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(Staff,Estt & PN)	1.ADPS(Staff,Estt & PN)
2. ADPS(Inv & Court)	2. ADPS(Rectt)
3.AAO(BD)	3.AAO(PLI Loan)

**Accounts,Welfare,Budget(C.O)**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(A/Cs)	1.ADPS(A/Cs)
2.ADPS (FS)	2.ADPS(TO)
3.AAO(Budget)	3.AAO(RPLI)

**Savings Bank/IMTS,(C.O)**

Ist Committee	2 <sup>nd</sup> Committee
1.ADPS(FS)	1. ADPS(FS)
2.ADPS(A/Cs)	2. ADPS(Inv & Court)
3.AAO(Budget)	3. AAO(PLI Loan)

**Building, C.O.**

Ist Committee	2 <sup>nd</sup> Committee
1.AD(Bldg.)	1. AD(Bldg.)
2.ADPS(P & SR)	2.ADPS(PG&MM)
3.AAO(PLI Loan)	3.AAO(BD)

**Hindi Cell C.O.**

Ist Committee	2 <sup>nd</sup> Committee
1.AD(OL)	1.AD(OL)
2.ADPS(BD)	2.ADPS(FS)
3.AAO(PLI Loan)	3.AAO(BD)

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PSD, Kolkata.

Ist Committee	2 <sup>nd</sup> Committee
1.Supdt PSD Kolkata	1.Supdt PSD, Kolkata
2.Supdt CSD Kolkata	2.ADPS(P&SR) C.O. Kolkata-12.
3.AAO(Budget) C.O. Kolkata	3.AAO CSD Kolkata

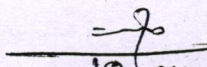
CSD Kolkata.

Ist Committee	2 <sup>nd</sup> Committee
1.Supdt CSD Kolkata	1.Supdt CSD Kolkata
2.Supdt PSD Kolkata	2.ADPS(PG&MM),C.O. Kolkata-12.
3.AAO(Budget) C.O. Kolkata	3.AAO CSD Kolkata.

The Committee remain valid until further order.

Subsequent action for functioning of the purchase committee as ordered above by the competent authority will be taken by the concerned section officer from their respective section.

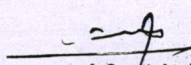
This is in supersession of all earlier orders issued in this regard.

  
18.04.16  
(N.C.Das)

Asstt Director of Postal Services(Staff ,Estt &PN))  
O/O the Chief Postmaster General  
West Bengal Circle, Kolkata-700012.

Copy forwarded for information to :-

1. The Sr PS to Chief PMG, Kolkata-700012.
2. The GM(PAF), Kolkata-700012.
3. The PMG(M& BD) C.O. Kolkata-700012.
4. The DPS(HQ) C.O. Kolkata-700012.
5. All the Group Officers of C.O. Kolkata-700012.
5. The Supdt PSD Kolkata-700002/Supdt CSD Kolkata-700007.
6. The O/S, C.O. Kolkata-700012.
7. All the Section Supervisors of C.O. Kolkata-700012.
8. Spare/Guard File.

  
18.04.16  
(N.C.Das)

Asstt Director of Postal Services(Staff ,Estt &PN))  
O/O the Chief Postmaster General  
West Bengal Circle, Kolkata-700012.

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