

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 21 10.2020

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. 25,000/- only and up to Rs. 2,50,000/- 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, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”. And it is not debarred by department of Commerce or Ministry / department Concerned “

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 2nd committee 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 2nd Committee will automatically become member of LPC (Local Purchase Committee).

1. 1 PLI section of C.O.

Ist Committee	2 nd Committee
1. .ADM(PLI)	1. ADM(PLI)
2. ADPS (Mails)	2. ADPS(PG)
3. A.A.O.(Budget)	3. AAO(BD)

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2. BD section of C.O.

Ist Committee	2 nd Committee
1..APMG(Mails& Phil)	1. APMG(Mails&Phil)
2. ADM(PLI)	2. ADPS(Rectt)
3.AAO(BD)	3.AAO(PLI Loan)

3. Investigation , General Section , CR &Despatch , Issue&SR (C.O)

Ist Committee	2 nd Committee
1.ADPS(Inv, P&SR)	1.ADPS(Inv, P&SR)
2.ADPS (Court)	2.ADPS(TO)
3.AAO(RPLI)	3.AAO(Budget)

4. Material Management & Postal Operation (MM& PO) Section

Ist Committee	2 nd Committee
1.ADPS(MM&PO) ,	1.ADPS(MM&PO) ,
2.ADPS (PG)	2. ADPS(Head , Parcel Operation)
3.AAO(Budget)	3.AAO(RPLI)

5.Mails Section of C.O

Ist Committee	2 nd Committee
1.ADPS(Mails)	1. ADPS(Mails)
2. ADPS(A/Cs)	2. ADPS (Court)
3.AAO(BD)	3. AAO(PLI Loan)

6. TO Section (Technology Operation), C.O.

Ist Committee	2 nd Committee
1.ADPS(TO)	1.ADPS(TO)
2.ADPS(PG)	2.ADPS(Mails)
3.AAO(Budget)	3.AAO(BD)

7. Recruitment Section of C.O.

Ist Committee	2 nd Committee
1.ADPS (Rectt)	1.ADPS(Rectt)
2.ADPS(Mails)	2.ADPS(PG)
3.AAO(BD)	3.AAO(Budget)

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8. Complaints Section of C.O.

Ist Committee	2 nd Committee
1.ADPS(PG)	1.. ADPS(PG)
2. ADPS(MM &PO)	2.. ADSP(TO)
3.A.A.O.(Budget)	3.. AAO(BD)

9. Staff , Establishment & Postal Network and Training Cell C.O.

Ist Committee	2 nd Committee
1.APMG (Staff,Estt& PN)	1. APMG (Staff,Estt& PN)
2.ADSP (Court)	2. ADPS(Rectt)
3.AAO(BD)	3.AAO(PLI Loan)

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

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

11. Financial Services (C.O)

Ist Committee	2 nd Committee
1.ADPS(FS)	1. ADPS(FS)
2.ADPS(A/Cs)	2. ADPS (Court)
3.AAO(Budget)	3. AAO(PLI Loan)

12. Building, C.O.

Ist Committee	2 nd Committee
1.AD(Bldg.)	1. AD(Bldg.)
2.ADPS(FS)	2.ADPS(MM &PO)
3.AAO(PLI Loan)	3.AAO(BD)

13. Hindi Cell C.O.

Ist Committee	2 nd Committee
1.AD(OL)	1.AD(OL)
2. ADPS (HPO)	2.ADPS(FS)
3.AAO(PLI Loan)	3.AAO(BD)

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14. Legal Cell C.O.

Ist Committee	2nd Committee
1.ADPS (Court)	1.ADPS (Court)
2. ADPS(MM&PO)	2.ADPS(FS)
3.AAO(Budget)	3.AAO(BD)

15. Parcel Operation (C.O)

Ist Committee	2nd Committee
1.ADPS (Head Parcel Operation)	1. ADPS (Head Parcel Operation)
2. ADPS (A/cs)	2. APMG(Inv&Court)
3.AAO(BD)	3. AAO(PLI Loan)

16. PSD, Kolkata.

Ist Committee	2nd Committee
1.Supdt PSD Kolkata	1.Supdt PSD, Kolkata
2. ADPS(MM&PO) , C.O. Kolkata	2. ADPS (Head , Parcel Operation)
3.AAO(Budget) C.O. Kolkata	3.AAO PSD 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.

(S. Das) 21/10/20
Asstt Postmaster General(Staff ,Estt &PN))
O/O the Chief Postmaster General
West Bengal Circle, Kolkata-700012.

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1. The Sr PS to Chief PMG, Kolkata-12.
2. The PS to PMG Kolkata Region/PMG(MM) Region
3. The GM(PAF), Kolkata-12.
4. The DPS(HQ) /DPS(Kolkata)Kolkata-12.
5. All the Group Officers of C.O. Kolkata-12.
6. The Supdt PSD Kolkata-2
7. The O/S CO Kolkata-12.
8. All the Section Supervisors of C.O. Kolkata-12.
9. .Spare/Guard File.

(S. Das) 21/10/20
Asstt Postmaster General (Staff ,Estt &PN))
O/O the Chief Postmaster General
West Bengal Circle, Kolkata-700012.