

OFFICE OF THE \_\_\_\_\_  
GOVT. BOYS / GIRLS PRIMARY / ELEMENTARY/HIGH SCHOOL \_\_\_\_\_

No. \_\_\_\_\_

Dated: \_\_\_\_\_

## **Notification Purchase Committee**

As per departmental directions, in order to utilize 'NON SALARY BUDGET/ FTF' under rules and regulations, the Purchase Committee comprising the following members out of staff of this institution is hereby constituted F.Y 20\_\_\_\_-20\_\_.

<b>Sr.No.</b>	<b>Name of Official</b>	<b>Official Designation</b>	<b>Committee Designation</b>
<b>1</b>			<b>Convener</b>
<b>2</b>			<b>Member</b>
<b>3</b>			<b>Member</b>

The Purchase Committee will perform its duties/work under the supervision of Head of the institution/Chairman School Council.

### **TOR's**

The Purchase Committee will follow the below mentioned TOR's.

1. The Purchase Committee will be responsible for all purchased for school.
2. The Purchase Committee will be responsible to follow the PPRA Rules while making purchase and there will be no compromise on quality.
3. The Purchase Committee will visit the market and provide the different rate lists of the items/articles (required to be purchased) to the assessment committee.
4. The Purchase Committee will prepare specification (as per requirement) and purchase the required items/articles with mutual coordination and consultation
5. The Purchase Committee will keep in view the best quality and lowest rate while making purchase.
6. To discuss the matter with the Head/Chairman school Council in case of any confusion.
7. Company and Brand name will not be mentioned in Specifications.