

Date: 06.11.2020

Duties of Purchase Section Officials

Sr. No.	Name&Designation	Duties Assigned	Alternate official
1.	Shri. Bangal Pravin Madhav Sr. Supervisor(R&D) & Ms. Khushboo Kumari Jr. Technician	<ol style="list-style-type: none"> <li>1. GeM Procurement</li> <li>2. ICB, NCB &amp; CAPEX Procurement</li> <li>3. Post contract management-Opening of LC, Consignment Insurance (all activities), Payment through LC, Release of bank documents, forward document to customs, FAC &amp; other related activities pertaining to ICB &amp; NCB procurement, etc.</li> <li>4. CPWD POs &amp; post award communication</li> <li>5. Foreign PAC purchases</li> <li>6. Development Tenders</li> <li>7. Foreigners Visit Report</li> <li>8. Integrity Pact Report</li> <li>9. GeM Procurement Report</li> <li>10. Monthly &amp; Quarterly MSME reports</li> </ol>	
2.	Shri. G V Krishna Murthy Supervisor(Purchase)	<ol style="list-style-type: none"> <li>1. Incharge for stationary &amp; Admin stores</li> <li>2. LTE, PAC, Rate contract, nomination Tenders (TEC, NAC, SD follow ups etc.) except RFQs.</li> <li>3. Indents and Procurements pertaining to Purchase section</li> <li>4. EMD &amp; Security Deposit receipt, extension and refund</li> <li>5. Maintaining EMD/SD register- In hard copy register &amp; soft copy.</li> <li>6. Tracking of BG/SD Receipts after NAC placement &amp; Keeping regular watch on BG expiry/extension.</li> </ol>	Shri. Kalim Uddin
3.	Shri. Kalim Uddin Consultant (MM)	<ol style="list-style-type: none"> <li>1. RFQ of LTE, PAC, Rate contract, Nomination contracts.</li> <li>2. Pre-contract vendor communication e.g. sending Tenders over email &amp; attending queries &amp; responses etc.</li> <li>3. All purchase orders (Except 4.11)</li> <li>4. Post contract vendor Communication</li> <li>5. Uploading of Tenders &amp; post award details on SPMCIL website</li> <li>6. Monthly Dissemination Report, Monthly Progress Report, Quarterly Progress Report &amp; other Quarterly reports, Internal audit data.</li> </ol>	Shri. G V Krishna Murthy
4.	A. Sudbeer Kumar Trainee	<ol style="list-style-type: none"> <li>1. 4.12 (Administrative &amp; Financial approval; committee nomination, evaluation).</li> <li>2. 4.11 POs</li> <li>3. Tender opening except NCB &amp; ICB</li> <li>4. Maintaining of Liability register</li> <li>5. Vendor Management- Vendor registration, vendor code creation, Vendor code verifications, Maintenance of MSME Vendor details, registered Vendor details.</li> <li>6. CA Helpdesk Incidents pertaining to Purchase section</li> <li>7. Any other work assigned by senior officials as per requirement.</li> </ol>	Shri. Kalim Uddin

*Himanshu*  
DM (MM) 6/11/2020

*Chauhan*