

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT: HOSPITALITY AND PROTOCOL DEPARTMENT

Subject:- Re-Constitution of Purchase Committee.

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Government Order No:HP-28(Estt) of 2012

D A T E D :07-9-2012

In supersession of all previous orders on the subject, sanction is accorded to the re-constitution of following Purchase Committees with the terms and conditions given against each Committee:

A) State Level Purchase Committee:

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| 1. Director, Hospitality and Protocol | Chairman |
| 2. FA&CAO, Hospitality & Protocol Department | Member |
| 3. Divisional Heads of H&P Jammu/Kashmir | Member |
| 4. Deputy Director, H&P (Stores) | Member Secretary |
| 5. Representative of I&C Department | Member |
| 6. Accounts Officer, Dte. of Hospitality & Protocol | Member |

The Terms and conditions for the Committee at (A) shall be as under:-

- i. The Committee's shall finalize the rate contracts before 31st of March every year for the next financial year. In case of those items, keeping in view the requirement of last 04 years into consideration.
- ii. Any of the item, if could not be included in the rate contract Inadvertently, shall be purchased from the firms already approved, keeping in view quantity, quality and reasonability of rates into consideration.
- iii. The committee shall retain the CDRs of only successful firms.
- iv. All the purchases shall be affected by DLPC in coordination with SLPC to avoid duplication.
- v. The committee shall ensure the fulfillment of all the codal formalities and instructions issued by the authorities from time to time.

B) Contract Committee at Directorate level:

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| 1. Director, Hospitality and Protocol | Chairman |
| 2. FA&CAO, Hospitality & Protocol Department | Member |
| 3. Divisional Heads of Hospitality and Protocol | Member |

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| 4. AE.E. Hospitality and Protocol | Member Secretary |
| 5. Accounts Officer, Dte. of Hospitality & Protocol | Member |

The contract Committee shall finalize the contracts viz. House Keeping, Pest control, AMC of electrical gadgets/sanitary works and hiring of tent-age etc including minor repair works (both under plan/Non-plan) as per codal procedure.

C) Off the Shelf Purchase:

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| 1. Director, Hospitality and Protocol | Chairman |
| 2. FA&CAO, Hospitality & Protocol Department | Member |
| 3. Divisional Heads of Hospitality and Protocol | Member |
| 4. Deputy Director, H&P (Stores) | Member Secretary |
| 5. Accounts Officer, Dte. of Hospitality & Protocol | Member |

Off the Shelf Purchase Committees shall purchase only the rate items on emergency basis from the open market after making Market Survey especially during the ensuing visits of VVIPs like H.E. the President of India and Prime Minister of India. The Committees ensure that the items purchased and rates of all the items have been verified.

By order of the Government of Jammu and Kashmir

Sd/-
Principal Secretary and
Secretary to Government
Hospitality and Protocol Department