

Dated: 11/11/2020

OFFICE OF THE REGISTRAR,
KING GEORGE'S MEDICAL UNIVERSITY UTTAR PRADESH, LUCKNOW

No. 858 /GA & Property Section/2020

Dated:- 11/11/2020

ORDER

I have been directed to inform you that the Hon'ble Vice Chancellor, King George's Medical University UP, Lucknow has been pleased to constitute a Hospital Central Purchase Committee consisting of the following member under the provisions of KGMU Statutes 2011 (amended) of section 41 (9.07) to procure the material, different items, Hospital infrastructure, Medicines etc. which are to be used for patient care, maintenance and improvement of the Hospital and Offices of the University campus.

The Central Purchase Committee:-

- (1) Chief Medical Superintendent, if any or in his absence – the senior most *Convener* Medical Superintendent-
- (2) Medical Superintendent- Senior Most in case there are more than one Medical Superintendent.
- (3) Two Professors of the Clinical and Para Clinical Department on rotation in order of the seniority.
- (4) The Registrar or his representative.
- (5) One Technical expert for the concerned items from reputed institutions to be nominated by the Vice Chancellor. Following have been nominated:
 - Dr. Mamta Harzai, Associate Professor, Anaesthesia, Dr.RMLIMS, Lucknow/
 - Dr. Shrikesh Singh, Associate Professor, Pediatric Surgery department & MS Covid-19 Dr.RMLIMS, Lucknow/
 - Prof. Suresh Kumar Tiwari, Department of Molecular Medicine & Biotechnology, SGPGIMS, Lucknow.
- (6) Finance Officer of the University.
- (7) The Head of the Department /Incharge of indenting department
- (8) The tenure of the members Hospital Purchase Committee shall be of two years except the ex officio ones.

For point no. 03 of the above committee the Hon'ble Vice Chancellor has nominated the following Faculty members of the Clinical and Para Clinical Department as Domain Incharge of the items as mentioned in the table before their name.

	Domain	Domain Incharge	Designation/ department	Concerned Store
(a)	Linen ✓	Dr. Punita Manik Dr. Vibha Singh	Head, Department of Anatomy Professor, Oral & Max. Surgery	Central Linen Store
(b)	Furnitures ✓	Dr. Shradha Singh Dr. R.Dayal.Singh Dr. Mousami Singh	Professor, Physiology department Professor, Prosthodontics & Dentofacial Materials Jr. Grade Professor, Forensic Medicine	Central Miscellaneous Store
(c)	Stationary ✓	Dr.Anupam Mishra Dr.Anil Nishchal	Head, ENT Department Professor, Psychiatry Department	Central Miscellaneous Store

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(d)	Miscellaneous & Housekeeping	Manish Kumar Manar Dr. Pragya Pandey	Associate Professor in Sanitary Engineering, Community Medicine, Department Assistant Professor, Conservative Dentistry & Endodontics, Department	Central Miscellaneous Store
(e)	IT	Dr. Sandeep Bhattacharya Dr. Sarvesh Singh	Incharge IT Cell Associate Professor, Pharmacology Department	IT Store
(f)	Civil, Electrical Mechanical repair and maintenance	Dr. N.S. Verma Dr. Raja Rupani Shri Dinesh Raj Shir Paritosh Singh	Professor, Physiology Department Associate Professor, Forensic Medicine Executive Engineer, Nirman Vibhag Executive Engineer, Electrical/ Mechanical Vibhag	Central Engineering Store
(g)	Medical Equipment & their consumables	Dr. G.P. Singh Dr. Akshay Anand Dr. Manish Kr Agarwal	Incharge, Equipment Cell Associate Professor, Surgery (Gen) Assistant Professor, Surgery	Central Equipment Store
(h)	Medicine/ Surgical	Dr. Anuradha Nischal Dr. Balendra Pratap Singh Dr. Nitin Bhardwaj	Professor, Pharmacology Department. Professor, Prosthodontics Deputy Medical Superintendent	Central Medicine Store Central Surgical Store
(i)	Administrative Block	Prof. Niraj Kumar Mishra Dr. Md. Kaleem Ahmad	Prosthodontics dept. Deputy Registrar	VC Office, Pro-VC Office Registrar Office, Finance Office,
(j)	Controller of examination and Research Cell	Controller of examination and Research Cell Incharge	Controller of examination and Research Cell Incharge	Controller examination and Research Cell

Following shall be the Store Incharge for storage and disbursal of items:

- Medicine Store: Store I/C Deputy Medical Superintendent
- Surgical Store: Store I/C Deputy Medical Superintendent
- Linen Store: Store I/C Chief Medical Superintendent
- Miscellaneous Item Store: (will include all items that do not qualify for any other store)
Store I/C Dr Anupam Mishra
- Electrical / Mechanical Store: Store I/C Ex Engineer Electrical
- Civil Engineering Store: Store I/C Ex Engineer Civil (Mr Dinesh Raj)
- IT Store: Store I/C Member Secretary IT cell

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Entire hospital side whatsoever AND all department HOD/ Deans / Incharges / wardens and any other offices whatsoever of KGMU shall send/get their indents/items only through these stores/domain incharges.

Operational details

[Entire hospital side whatsoever AND
All department HOD/ Deans / Incharges / Wardens and any other offices whatsoever of KGMU

Indenting:

Individual (demanding) department will raise "only online indent" to the concerned central store. Anyone of the concerned Domain Incharge will verify the demand online and then store will issue the same to the department who has raised the demand..

Procurement:

Forecasted Demand: Concerned domain incharge will ask for demand with justification for a year / quarter (3 Months) from all Heads / In-charges etc.

Faculty in-charge of domain will compile the annual demand and place it before the purchase committee for next budgetary estimate and purchase.

Specification of required items: will be provided by the demanding department.

Domain incharge may modify the specifications as necessary to rationalize the process / requirement and compile for purchase.

For this he/she may discuss the same with demanding department or take external technical advice as required.

Approval: The Central Purchase Committee will give approval regarding specifications, quantity, mode of procurement and budget allocation as per Government Financial Rules and as per University Act and Statutes.

Purchase Order: The concerned domain incharge will process and raise the purchase orders after approvals from the competent authorities.

Purchase process should ideally be done from GeM portal and if not available on it, then by eTender.

Rate contract of items can be done on either of these processes to facilitate future procurement.

GeM buyer shall be any of the concerned Domain I/c and Consignee shall be the concerned Store Incharge.

E-mail ID of procurement domain and GeM portal ID of buyer and consignee can be taken from IT cell, as required.

eTender will be done through eTender ID of CMS / Registrar / Ex-Engineer (Mr Dinesh Raj) as the case be.

Goods will be inspected by at least three members of goods receiving committee, for their appropriate quality and Quantity. This committee comprising of following members:-

- Dr. Manish Bajpai, Professor, Physiology Department
- Dr. Surendra Kumar, Professor, General Surgery Department
- Dr. Sunit Kumar Jurel, Professor Junior Grade (Additional Professor), Prosthodontics & Dentofacial Materials Department
- Dr. Rakesh Kumar Verma, Professor Junior Grade (Additional Professor), Anatomy Department.
- Dr. Shailendra Singh, Assistant Professor Orthopedic Surgery department

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Approved Goods will be accepted and issued by the store incharge to the concerned department through online indent.

Consumption of items: Records of consumption of consumable items and availability of non consumables in ledgers of concerned department are mandatorily to be placed before procurement committee with the next quarter demand.

Every expenditure should be incurred only when the same has been sanctioned by a competent authority. A sanction order must be attached with final voucher indicating the amount in words and figures, Head of Account, financial year and purpose. The competent authority for sanction will be as per the approved delegation document of the University already circulated.

Every purchase case should be initiated on receipt of a written requirement/requisition, with detailed specification.

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Hiring of services

Part-A

All the services which are concerning the complete university campus will be dealt by Registrar Office/ Finance Office.

Part- B

All the services concerning hospital will be dealt by CMS/MS office.

(Ashutosh Kumar Dwivedi)

OK Registrar

11/11/2020

Distribution:-

Order Book

One copy to each member through their respective Head of the department/ Officers

No. 8246 /GA& Property Section /2020 of dated

Copy forwarded to the following for information and favour necessary action:-

1. Dean, Faculty of Medicine/ Dental / Paramedical/ Nursing/ student welfare, KGMUUP, Lucknow.
2. All Head of the Departments, KGMUUP, Lucknow.
3. Chief Medical Superintendent/ Medical Superintendent/Deputy Medical Superintendent, GM& AHS, KGMUUP, Lucknow.
4. Chief Medical Superintendent/ Medical Superintendent Trauma Centre, KGMUUP, Lucknow.
4. Finance Officer, KGMUUP, Lucknow.
5. Proctor, KGMUUP, Lucknow.
6. Controller of Examination, KGMUUP, Lucknow.
7. All Provosts of all Hostels, KGMUUP, Lucknow.
8. Faculty Incharge I.T.Cell, KGMUUP, Lucknow.
9. All Section Incharge, Registrar Office, KGMUUP, Lucknow
10. PS to Hon'ble Vice Chancellor.

(Ashutosh Kumar Dwivedi)

OK Registrar

11/11/2020

Registrar order