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 KGGMU 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 indetning 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.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Domain Incharge</th>
<th>Designation/ department</th>
<th>Concerned Store</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Linen</td>
<td>Dr. Punita Manik</td>
<td>Head, Department of Anatomy</td>
<td>Central Linen Store</td>
</tr>
<tr>
<td></td>
<td>Dr. Vibha Singh</td>
<td>Professor, Oral &amp; Max. Surgery</td>
<td></td>
</tr>
<tr>
<td>(b) Furniture</td>
<td>Dr. Shradha Singh</td>
<td>Professor, Physiology department:</td>
<td>Central Miscellaneous Store</td>
</tr>
<tr>
<td></td>
<td>Dr. R. Dayal. Singh</td>
<td>Professor, Prosthodontics &amp; Dentofacial Materials Jr. Grade Professor, Forensic Medicine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Mousami Singh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Stationary</td>
<td>Dr. Anupam Mishra</td>
<td>Head, ENT Department Professor, Psychiatry Department</td>
<td>Central Miscellaneous Store</td>
</tr>
<tr>
<td></td>
<td>Dr. Anil Nishchal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Miscellaneous &amp; Housekeeping</td>
<td>Manish Kumar Manar</td>
<td>Associate Professor in Sanitary Engineering, Community Medicine, Department Assistant Professor, Conservative Dentistry &amp; Endodontics, Department</td>
<td>Central Miscellaneous Store</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Dr. Pragya Pandey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) IT</td>
<td>Dr. Sandeep Bhattacharya</td>
<td>Incharge IT Cell</td>
<td>IT Store</td>
</tr>
<tr>
<td></td>
<td>Dr. Sarvesh Singh</td>
<td>Associate Professor, Pharmacology Department</td>
<td></td>
</tr>
<tr>
<td>(f) Civil, Electrical Mechanical repair and maintenance</td>
<td>Dr. N.S. Verma</td>
<td>Professor, Physiology Department Associate Professor, Forensic Medicine Executive Engineer, Nirman Vibhag Executive Engineer, Electrical/ Mechanical Vibhag</td>
<td>Central Engineering Store</td>
</tr>
<tr>
<td></td>
<td>Dr. Raja Rupani</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shri Dinesh Raj</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shir Paritosh Singh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g) Medical Equipment &amp; their consumables</td>
<td>Dr. G.P. Singh</td>
<td>Incharge, Equipment Cell</td>
<td>Central Equipment Store</td>
</tr>
<tr>
<td></td>
<td>Dr. Akshay Anand</td>
<td>Associate Professor, Surgery (Gen) Assistant Professor, Surgery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Manish Kr. Agarwal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) Medicine/ Surgical</td>
<td>Dr. Anuradha Nischal</td>
<td>Professor, Pharmacology Departmet. Professor, Prosthodontics Deputy Medical Superintendent</td>
<td>Central Medicine Store Central Surgical Store</td>
</tr>
<tr>
<td></td>
<td>Dr. Balendra Pratap Singh</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Nitin Bhardwaj</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Administrative Block</td>
<td>Prof. Niraj Kumar Mishra</td>
<td>Prosthodontics dept. Deputy Registrar</td>
<td>VC Office, Pro-VC Office Registrar Office, Finance Office,</td>
</tr>
<tr>
<td></td>
<td>Dr. Md. Kaleem Ahamed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(j) Controller of examination and Research Cell</td>
<td>Controller of examination and Research Cell Incharge</td>
<td>Controller of examination and Research Cell Incharge</td>
<td>Controller examination and Research Cell</td>
</tr>
</tbody>
</table>

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
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
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.

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)
Registrar

Distribution:-
Order Book
One copy to each member through their respective Head of the department/ Officers
No. 214/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.
5. Finance Officer, KGMUUP, Lucknow.
6. Proctor, KGMUUP, Lucknow.
7. Controller of Examination, KGMUUP, Lucknow.
8. All Provosts of all Hostels, KGMUUP, Lucknow.
10. All Section Incharge, Registrar Office, KGMUUP, Lucknow

(Ashutosh Kumar Dwivedi)
Registrar