

CSIR- CENTRAL INSTITUTE OF MINING & FUEL RESEARCH
BARWA ROAD, DHANBAD

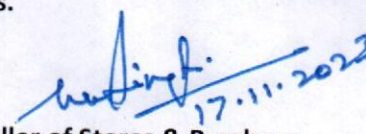
CIMFR/Barwa/001

Date:- 17/11/2023

Subject:- Proposal regarding delegation of Duties & Responsibilities of Stores & Purchase officers

StorePurchase Personnel	Work Allotted	
Shri Naveen Kumar Sharma, SPO	Reporting Officer: - COSP	Reviewing Officer: - D'CIMFR
	a) Would be processing all Procurement files of estimated cost above 25 Lakhs (including all GeM procurements above 25 Lakhs) before those are put up to COSP. b) Would be processing all files of procurements through Local Purchase committee before those are put up to COSP. c) Would be supervising all stores activities (including Physical Verification and disposal) in CIMFR, , Barwa Road Campus. d) Is authorised to sign Purchase Orders for LPC upto Rs. 2.5 Lakhs e) Would be the DDO for all Bills of LPC upto Rs.2. 5 Lakh f) Would be a Member, Convenor of Write off Committee and Representative Member of Standing Disposal Committee (SDC), Technical-Disposal Committee (TDC) above Rs. 10,000/- and Notional Value Committee.	
Shri Anand Bharti, SPO	Reporting Officer: - COSP	Reviewing Officer: - D'CIMFR
	a) Would be processing all Procurement files of estimated cost below 25 Lakhs (including Cash, Rate Contracts , AMCs/ CAMCs and all GeM procurements up to 25 Lakhs except procurements through Local Purchase committee) before it is put up to COSP. b) Is authorised to sign All the Purchase Orders below Rs. 2.5 Lakhs (except LPC). c) Would be the DDO for all Bills up to 2.5 lakhs (except LPC bills) . d) Would be the Convenor of Purchase Committee. However, COSP would be a member of Purchase Committee. e) Would be supervising all stores activities (including Physical Verification and disposal) in CIMFR, Digwadih Campus and all the Regional units.	

These duties & responsibilities would remain into effect till further orders.


17.11.2023
Controller of Stores & Purchase

Copy to:-

- (i) Shri Naveen Kumar Sharma, SPO
- (ii) Shri Anand Bharati, SPO
- (iii) PS to Director
- (iv) COA
- (v) COFA
- (vi) Head, PP&II
- (vii) Head,PME , Barwa Road and Digwadih Campuses
- (viii) In charge , IT for display on CIMFR Intranet.