

FINANCE & PURCHASE COMMITTEE

Purchasing committee is described as the activity directed to securing the materials, supplies and equipment required in the operations of an organization. It has a long range objective of ensuring continuity of cost effective supplies of materials and services. PC operates within a framework determined by the management. It is a managerial activity that includes planning and policy activities covering a very wide range of related and complimentary activities such as: Follow up to ensure proper delivery Inspection of materials for quality and compliance with specifications, Development of proper systems and procedures to enable the purchase function to be carried out efficiently. For all PC meetings, the head of the organization should act Ensure deliveries of purchase materials are available to meet Training, Operational and Maintenance requirements and that equipment is delivered and services are performed as required and agreed to by user, buyer and supplier.

Functions and Responsibilities:

- Explore and capitalize on all legally permissible opportunities for cost reduction on purchase of materials.
- Ensure suppliers adhere strictly to brand or make and test specifications of those materials and equipment received meet specified quality standards and all stated performance criteria.
- Seek clarification from suppliers/service providers where necessary.
- To analyze quotations provided by the logistics department, and provide recommendation for approval.
- To ensure all documentation is accurately completed.
- The PC should also be assigned a role within the supplier pre-processing process
- Develop local suppliers.
- Establish and maintain good relations with suppliers.

- Implement buyer rotation plan.
- To Ensure the Quality of the equipment

Composition of the Purchase Committee:

S.No	Category	Designation	Nature
1	Sri. N. Narasimha Reddy	Secretary & Correspondent	Chairman
2	Dr. C.V. Krishna Reddy	Director	Convener
3	Mr. N. Narender Reddy	Manager	Member
4	Mrs. B. Bharathy	Administrative Officer	Member
5	Mrs. D. Manjula Varma	Accounts Officer	Member