



**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HAH CENTENARY HOSPITAL
GURU RAVIDAS MARG, HAMDARD NAGAR
NEW DELHI - 110062**

Dated: 05.08.2024

NOTICE

As per the DOA matrix, the procedure for non -budgeted purchase above Rs. 2.5 Lacs needs administrative approval by a purchase committee. For the aforesaid purpose, a Standing Committee approved by competent authority is as under:

1. Dean/Principal
2. Medical Superintendent
3. Respective Heads of Department concerned
4. Representative Finance
5. Assistant Manager - Purchase (Coordinator)

A meeting of the above members will be held every Wednesday at 11:00 AM in the College Council Room, HIMSR to discuss the non-budgeted requirements, record justifications / prioritize and record recommendations for the procurement of items above Rs. 2.5 Lacs in order to seek further administrative approval of competent authorities.

(Separate meeting notice will be shared weekly by the Purchase Section to the concerned committee members as per requirement).

Copy to:

1. Medical Superintendent, HAHCH
2. Additional Medical Superintendent, HAHCH
3. All HODs
4. Head Finance
5. AM, Purchase Section
6. Sr. PS to CEO, HIMSR & HAHCH

Prof. (Dr.) Sunil Kohli

Dean/Principal

