



File No.9-ITPO(1)/E-I/2020
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
12 October 2020

Office Order No. Admin/ 887 /2020

With the approval of the Competent Authority, Committee of the following officers has been constituted for "Centralised Procurement Cell" (CPC):

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|---------------------------------------|---|------------------|
| ❖ Shri Raj Kumar Thakur, DGM(Finance) | - | Chairman |
| ❖ Shri Harpal Singh, Manager(Finance) | - | Member |
| ❖ Ms. Charu Rawat, Dy. Manager(Law) | - | Member |
| ❖ Shri Pankaj, Manager(Stores) | - | Member Secretary |

Further, Committee of the following officers has been constituted as the Member on invitation to attend as per the review meeting of their respective divisions or as and when required:

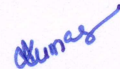
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|---|---|--------|
| ❖ Shri Sanjay Azad, Sr. Manager(Electrical) | - | Member |
| ❖ Shri S K Gupta, Sr. Manager(Civil; N/F) | - | Member |
| ❖ Shri Abhishek Chauhan, Manager(F&B) | - | Member |
| ❖ Shri Amit, Manager(Security) | - | Member |
| ❖ Shri Manish Yadav, Manager | - | Member |

The function of Centralised Procurement Cell (CPC) is as under:

- Vetting of all procurement related bids and contracts.
- Keeping tract of all contracts and its closure in digital format.
- Ensuring consistency in tender conditions across all procurements and compliance of Government guidelines.
- Ensures that all Government guidelines applicable are complied with.

The members of the divisions will be responsible for preparation of tender documents, procurement related bids and contracts etc.

The Centralised Procurement Cell (CPC) will carry out meeting in first week of each month or as and when required and submit its report to the undersigned.


(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)

To: All concerned

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. E-II/E-III/Vigilance Section
5. All Regional Offices
6. Computer Division – For uploading on ITPO website.
7. Notice Boards
8. Office Order Register