



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
Peddasettypalli, Proddatur, YSR Dist., A.P

OFFICE ORDER

Date: 14.12.2023

Sub:- GITAMW -Constitution of Finance and Purchase Committee-Nomination of the members-
Reg.

The Purchase Committee is formed to ensure consistent and correct norms of procurement practices. The Committee members meet as and when required and are primarily responsible for monitoring, verifying and ensuring that approved procurement procedures have been applied properly. With reference to the subject cited above, the following staffs are hereby nominated for Purchase Committee for the year 2023-24.

Gouthami Institute of Technology and Management for Women				
FINANCE AND PURCHASE COMMITTEE FOR THE ACADEMIC YEAR 2023-2024				
S. No.	Name	Designation	Designation in the Committee	Signature
1.	Dr. M. RAMA SUBBAMMA	Principal	Chairman	
2.	Mr. SUBRAHMANYAM	Administrative Officer	Convener	
3.	Mr. K.RAMBABU	AAO	Member	
4.	Mr. ESWAR	Accountant	Member	
5.	Mr. DHARMENDRA	Accountant	Member	
6.	Mrs. JAYA LAKSHMI	Asst. Accountant	Member	

ROLES, DUTIES, AND RESPONSIBILITIES

1. Purchase committee helps procure goods and services designed to meet operational needs while providing the highest possible value. They ensure that the organization operates with integrity while purchasing the required products.
2. The college requirements are to be purchased from GeM (Government e-Market). It is completely paperless, cashless and system driven e-market place that enables buying of goods and services with minimal human interface. This Committee will receive requirements from all staff members and prepare budget for purchases
3. The Applications received may be forwarded to Management with proper reasons and further necessary action.

Circulation to above staff /HODs/Admin/others

(Dr. Dr. M. RAMA SUBBAMMA)

Principal
Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur-516360, Kadapa (Dt.)

e-mail : principal.8u@jntua.ac.in gitamwpdtr@gmail.com

web : www.gitamw.ac.in

Sponsored by : MOTHER TERESA MEMORIAL CHRISTIAN MINORITY EDUCATIONAL SOCIETY, JAMMALAMADUGU



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
Peddasettypalli, Proddutur, YSR Dist., A.P

OFFICE ORDER

Date: 07.11.2022

Sub:-GITAMW-Constitution of Finance and Purchase Committee-Nomination of the members-Reg.

With reference to the subject cited above, the following staffs are hereby nominated for Purchase Committee for the year 2022-23.

Gouthami Institute of Technology and Management for Women				
FINANCE AND PURCHASE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023				
S. No.	Name	Designation	Designation in the Committee	Signature
1.	Dr. V. RAMARAJU	Principal	Chairman	
2.	Mr. SUBRAHMANYAM	Administrative Officer	Convener	
3.	Mr. K.RAMBABU	AAO	Member	
4.	Mr. ESWAR	Accountant	Member	
5.	Mr. DHARMENDRA	Accountant	Member	
6.	Mrs. JAYA LAKSHMI	Asst. Accountant	Member	
7.	G. Rukpini Devi	Asst. Professor	Member	

1. This Committee will receive requirements from all staff members the and prepare budget for purchases
2. The Applications received may be forwarded to Management with proper reasons and further necessary action.

Circulation to above staff /HODs/Admin/others

(Dr. V. RAMARAJU)

Principal

Gouthami Institute of Technology
and Management for Women

Peddasettypalli (V),

Proddutur, YSR Dist., A.P. 516260, Kadapa (Dt.)

e-mail : principal.8u@jntua.ac.in gitamwpdtr@gmail.com web : www.gitamw.ac.in

Sponsored by : MOTHER TERESA MEMORIAL CHRISTIAN MINORITY EDUCATIONAL SOCIETY, JAMMALAMADUGU.