



Government of Jammu & Kashmir
Govt. Medical College & Associated Hospitals
Srinagar
[Accounts Section]



Order No: 61 AH of 2026

Dated: 12-10-2026

Subject: Constitution of Purchase Committee for Associated Hospitals, Srinagar.

In order to ensure transparency, efficiency, economy, accountability, due diligence and adherence to the prescribed rules and procedures on account of procurement and for the smooth functioning of the Associated Hospitals, Srinagar, a Purchase Committee is hereby constituted with the following composition:

S.No	Designation/Member	Role
1	Medical Superintendent concerned	Convener
2	Two Senior Most HOD's (One wherever applicable)	Member
3	Head of Department of the User Department/End-User HOD	Member
4	Deputy Medical Superintendent (In case He/She is not Procurement Officer)	Member Secretary
5	RMO	Member
6	Assistant Accounts Officer (AAO)/Accountant	Member

The purchase Committee shall:

1. Follow all the procedures as laid down in GFR, 2017, Manual for procurement of Goods, 2017, Manual for procurement of Works, 2019 Manual for procurement of Consultancy and other services, 2017 and other guidelines issued by government from time to time.
2. Ensure that all Fundamental principles of public buying (Rule 144 of GFR, 2017) are followed.
3. Examine and scrutinize the requirements/proposals placed before it by the concerned End-User Department.
4. Assess the technical specifications, quantity and justification of the items proposed for procurement.
5. Ensure that the procurement process is carried out in accordance with the applicable **GFR, 2017 Rules, procurement guidelines and other instructions issued by the competent authority from time to time.**
6. Examine and evaluate quotations/bids/offers, wherever applicable, and make appropriate recommendations for procurement.
7. Ensure reasonableness of rates and proper utilization of budgetary provisions before recommending procurement.
8. Ensure that the procurement is need-based and care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying cost.e



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9. At each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
10. Ensure that all procurement-related records and documents are properly maintained for audit and future reference.
11. Ensure bidding and reverse auction on Gem Portal purchases.
12. Ensure sterilise certifications for hospital disposables is mandatory.
13. Ensure and certify that procurements are made as per specification and availability of budget.

[Signature]
12/10/2026
Administrator,
GMC & Associated Hospitals,
Srinagar.
Dated:- 12-10-2026

No.AH/Acctts/ 629-39.
Copy to:

1. Medical Superintendents (ALL), Associated Hospitals Srinagar for information and necessary action. The above mentioned order shall be implemented immediately.
2. Financial Advisor/CAO, GMC Srinagar for information.
3. Accounts Officer, Associated Hospitals GMC Srinagar for information.
4. Private Secretary to Principal/Dean, Govt. Medical College, Srinagar, for the information to the Principal.
5. Private Secretary to Administrator, Associated Hospitals, Govt. Medical College, Srinagar, for the information to the Administrator.
6. Office File.