

**कार्यालय ज्ञापन/ OFFICE MEMORANDUM**

The Competent Authority, NID Assam has been pleased to reconstitute and form the following committees:

**A) Tender Opening, Evaluation & Local Purchase Committee (TEPC).**

1	Chief Administrative Officer	Chairperson
2	Controller of Finance & Accounts/Senior Accounts Officer in absence of CFA	Member
3	Deputy Registrar	Member
4	Mr. Sudip Adhikary, Associate Senior Faculty	Member
5	Assistant Administrative Officer (Purchase Section)	Member Secretary

**Terms of reference are as follows:**

- 1) The committee will open the bids and evaluate them based on the criteria of the tender documents.
- 2) The committee shall be solely responsible for accepting / rejecting the bids for evaluation or giving extension to a particular tender / quotation due to specific reasons which will be notified by the committee.
- 3) Upon evaluation, the committee will hand over the bids to the officer responsible (i.e. to Purchase team for procurement of goods and services OR to the Estate team for procurement of works).
- 4) The committee will meet on a fixed day of the week (as decided unanimously), in case the day falls on a holiday, the meeting will shift to the next working day. The chairperson reserves the right to shuffle the time of meeting as per the convenience of the members.
- 5) The committee will also carry out various purchases as per the provision of Rule 155 of General Financial Rules, 2017 and the procurements through GeM / non-GeM.

**B) Internal Complaints Committee (ICC)**

1	Chief Administrative Officer	Chairperson
2	Ms. Neela Suresh Tayade, Faculty	Member
3	NGO Representative	Member
4	Administrative Officer	Member
5	Ms. Bhaswatee Likhok, Senior Assistant	Member Secretary
6	Student Representatives (2 nos.) **	Invitee

\*\* Only when student(s) related complaint is received

**Terms of reference are as follows:**

- 1) The committee will follow and implement the recommendations / guidelines of the GOI regarding the functioning of such committees.
- 2) The committee will ensure awareness of the women staff of the institute about their rights and duties in the matter.
- 3) The committee will maintain absolute confidentiality and resolve the complaints received within their purview.

**C) Departmental Hindi Implementation Committee (DHIC)**

1	Director	Chairperson
2	Mr. Anoop Saxena, Associate Senior Faculty	Member
3	Ms. Krishna Das, Senior Assistant Librarian	Member
4	Head Librarian	Member
5	Senior Accounts Officer	Member Secretary
6	Hindi Typist cum Translator	Coordinator

**Terms of reference are as follows:**

- 1) To monitor progress and implementation of the official language in NID, Assam. The committee will also ensure implementation of official notifications / orders related to Rajbhasa.
- 2) To organise quarterly meetings of the committee are held regularly to discuss progress, challenges, and strategies for effective implementation of Rajbhasa Hindi.
- 3) Organize celebration of Hindi Pakhwada/ week as notified by DPIIT / Ministry of Home Affairs.

**D) Need Assessment Committee (NAC)**

1	Chief Administrative Officer	Chairperson
2	Controller of Finance & Accounts / Senior Accounts Officer (in absence of CFA)	Member
3	Deputy Registrar	Member

4	Mr. SK Nawaz Ali, Associate Senior Faculty	Member
5	Assistant Administrative Officer (Purchase Section)	Member Secretary

**Terms of reference are as follows:**

- 1) The duly filled up indent with approval of the HoD will be handed over to the Assistant Admin Officer (Purchase) by the indenter.
- 2) The indent will then be placed to the Need Assessment Committee for assessment of the requirement of the item / service. The committee may invite the indenter to clarify / justify the indent if they deem required.
- 3) The committee will meet on a fixed day of the week (as decided by the members) and deliberate on the indents received.
- 4) The Committee reserves the right to reject an indent if proper specification is not provided or the justification is not satisfactory.

**E) Medical Policy and Claims Committee (MPC)**

1	Mr. Suman Chowdhury, Associate Senior Faculty	Chairperson
2	Senior Accounts Officer	Member
3	Deputy Registrar	Member
4	Administrative Officer	Member Secretary
5	Visiting Medical Officer	Invitee

**Terms of reference are as follows:**

- 1) The committee will frame a fresh medical policy for the institute.
- 2) The claims that need deliberation, may be discussed in the medical committee.
- 3) The committee will also deliberate on the empanelment of hospitals / medical shops for the employees /staff of the institute.
- 4) The committee will deliberate, as and when required, the admissibility of certain components of the medical bills/ any other medical requirements of the employees, outside the admissibility as allowed in the policy to be framed by the committee.
- 5) To assess the requirements received for procurement of medicines/drugs/equipment for Doctor's clinic.

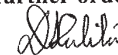
**F) Minor Works Committee (MWC)**

1	Chief Administrative Officer	Chairperson
2	Controller of Finance & Accounts / Senior Accounts Officer (in absence of CFA)	Member
3	Dr. Dipanka Boruah, Associate Senior Faculty	Member
4	Deputy Engineer (Electrical)	Member
5	Assistant Engineer (Civil)	Member Secretary

**Terms of reference are as follows:**

- 1) The committee will assess the civil / construction related requirements of the institute and provide necessary suggestions to the Director.
- 2) Works from Rs. 25,000/- up to Rs. 15L will be generally looked after by the committee, however, the Director may assign works of higher value for recommendations / comments of the committee.
- 3) Any requirement received by the Estate team (new construction/ installation/ repairing) will first be placed at the MWC with comments from the related official in the Estate team. The committee will assess the requirements based on the comments received and if required, may even call for the requisitioner for further justification.
- 4) The committee will give their opinion on carrying out the work as per procedures laid down by the GFR / GOI guidelines in place. The committee may at its discretion, verify the work, during or after its completion to ensure quality check.
- 5) The committee will meet as and when required, however a quarterly meeting will mandatorily be held to take overview of the requirements of the institute OR to ensure proper maintenance of the constructions in place.
- 6) Assist and advice on office space management and planning.

**Note: The quorum for the meeting of the above Committee(s) shall be three member-including the Chairperson and the validity shall be for 2 years form the date of constitution of till further orders.**



मुख्य प्रशासनिक अधिकारी/ Chief Administrative Officer

To: All Committee Members

Copy to:

1. निदेशक सचिवालय- सूचनार्थ/ Director's Secretariat for information.
2. कुलसचिव सूचनार्थ/ Registrar for information.
3. वित्त एवं लेखा नियंत्रक/एसएओ-सूचनार्थ Controller of Finance & Accounts/S.A.O. for information & necessary action.
4. सहायक अभियंता (आईटी)- आवश्यक कार्रवाई हेतु /Asst. Engineer (IT) – for necessary action please.
5. सभी सम्बद्ध/ All Concerned.
6. व्यक्तिगत फाइल/ Personal file.
7. कार्यालय प्रति/Office copy.
8. Guard File