



**STATE ELECTION COMMISSION
UT OF JAMMU AND KASHMIR
2ND FLOOR VIKAS BHAWAN, JDA COMPLEX, JAMMU**

Email: sec-jammukashmir@jk.gov.in

Phone:- 0191-473170

Subject: - Constitution of Survey Committee for purchase on GeM portal.

ORDER No: 22-SEC of 2023

Dated: 17-08-2023

In continuation of the office order regarding Constitution of Purchase Committee for the State Election Commission, it is further ordered that Survey Committee of the following Officers/officials is formed for purchase through GeM portal for the SEC Office, Jammu/Srinagar with the following terms and conditions:-

Members for purchase at Jammu office:

1. Private Secretary
2. Section Officer
3. Mohammad Ishaq
4. Bikram Singh (Store Keeper)

For purchases for Srinagar office of SEC following members will also be part of Committee:

1. Mr. Shiraz Ahmad Baba (P.A)
2. Mr. Farooq Ahmad Zargar (Translator)
3. Mr. Abdul Majid Mir, JLA (Store Keeper)

Terms & Conditions:-

- 1) The basic note for purchase of items shall be generated by the concerned Junior Assistant as per requirement of office. He will mention name of item & quantity to be purchased.
- 2) Section head will call a meeting of survey committee and the Committee shall fix the specifications of items (other than Electronic goods for which necessary specifications shall be obtained from NIC/I.T Deptt) as well as terms & conditions, after checking same from local market/survey.


17/8/23




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- 3) The Survey Committee will send file to Accounts officer for recording his comments on purchase as well as availability of funds in the relevant head. He shall put file to Hon'ble State Election Commissioner for approval through Secretary, State Election Commission.
- 4) Once the purchase order is finalized and goods are received the storekeeper will record that the goods as per specification in supply order have been delivered & entered in the stock register & the file will be processed for payment by the account branch, accordingly.
- 5) For electronic items, necessary certificate from the experts of I.T department shall be obtained before making any payment.
- 6) Transparency shall be maintained in all kinds of purchase from GeM. All guidelines of GFR & GeM shall be followed, while making office purchases.


Secretary,

State Election Commission, J&K.

No. 29/SEC/Acctts/PC/2023/599-603

Dated: 17-08-2023.

Copy to the:-

1. Accounts Officer, SEC office for information.
2. All Officers/officials concerned for information and compliance.
3. Pvt. Secretary to the Hon'ble SEC, J&K for kind information of SEC.
4. Incharge website, State Election Commission, J&K.
5. Govt. order file/stock file.