



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029  
STORES SECTION (DO)**

F.No. No. 40-30/2023-Estt.1 dt. 07.11.2023

Dated: 24<sup>th</sup> Apr 2024

**OFFICE MEMORANDUM**

**Sub: Re-constitution of Procurement Review Committee to expedite procurements reg.**

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With reference to O.M. No. 40-30/2023-Estt.1 dated 07.11.2023, the partial modification has been carried out in the constitution of Procurement Review Committee to expedite the procurement process. The modified constitution of the committee is as under:-

- |    |                                   |                  |
|----|-----------------------------------|------------------|
| 1. | Addl., Director (Admin)           | Chairperson      |
| 2. | Medical Superintendent (Hospital) | Co-Chair         |
| 3. | Sr. Finance Advisor               | Member           |
| 4. | Prof. I/c Procurement             | Member           |
| 5. | Officer I/c Procurement           | Member           |
| 6. | Stores Officer (DO)               | Member Secretary |

Rest of the contents of the aforesaid O.M. shall remain un-altered.

This issue with the approval of the Director, AIIMS.

**Stores Officer (DO))**

**Copy forwarded for information: -** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Medical Superintendent (AIIMS)
3. Chiefs' of all Centres / Head, NCI Jhajjar
4. Store Officer/Asst. Store officer/Jr. Store officer (Dr.RPC/Hospital/CNC/Dr. BRAIRCH/JPNATC/NDDTC/NCI Jhajjar/CDER/CRHSP Ballabgarh)
5. Professor In-Charge, Computer Facility, AIIMS – with request to kindly upload the same on Institute website

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**  
**OFFICE OF DIRECTOR**

F.No. 40-30/2023-Estt.I

07.11.2023

**OFFICE MEMORANDUM**

**Sub: Formation of a Procurement Review Committee to expedite procurements reg.**

Ref. OM No. 40-30/2023-Estt.I dt. 7<sup>th</sup> July 2023 & OM No.F.20-1/ 2023-Estt. 1. (Misc./FC) dt. 17<sup>th</sup> August 2023, a roster PIC (Procurement) & OIC (Procurement) has been made for handling of procurement related matters at AIIMS New Delhi.

The undersigned has been interacting with AIIMS Faculty & Staff during which it has been informed that few procurement files keep shuffling between various officials for want of clarity regarding some policy interpretation or due to minor procedural variations in vogue amongst various procuring entities at AIIMS, etc. This causes delays in procurement and also leads to wastage of the precious time dedicated by various faculty, officials, etc. in replying to queries etc.

In line with Govt. of India directives on movement of office files, vide which it has been directed that no file should move more than four levels, and to ensure ease of governance, it has been decided to constitute a **Procurement Review Committee (PRC)** to discuss & review any observations which OIC / PIC (Procurement) has on any of the files before the said observations are forwarded to the respective user department / store.

**The composition of the PRC shall be as follows:**

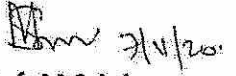
- Addl. Director (Admin) – Chairperson
- Medical Superintendent (Hospital) – Co-Chair
- Prof. I/c Procurement – Member
- Officer I/c Procurement – Member
- Financial Advisor – Member
- Store Officer (DO Store) – Member Secretary

The PRC shall meet preferably on a weekly basis but mandatorily on a fortnightly basis and shall review all procurement cases wherein OIC / PIC (Procurement) has any major observations on account of policy interpretation or procedural violation etc. thereby resulting in delay in the procurement timeline or leading to the retendering of the said procurement, etc. PRC shall take all decisions by majority keeping in view the holistic compliance with Govt. of India directives & the sensitivity of patient care requirements. The minutes



of the PRC meetings shall be placed in the respective files by the OIC / PIC (Procurement) before forwarding the file instead of just recording their observations on all such files. It is desirable that no files are pending with OIC / PIC (Procurement) for more than 2 days other than such files which require discussion in the PRC.

Representative of the user department whose procurement file is being discussed shall be invited as a special invitee to the respective PRC meeting. The next incoming OIC / PIC (Procurement) shall also be invited to all PRC meetings as Special Invitee from January onwards so as to ensure continuity in decision making when the current OIC / PIC (Procurement) hands over charge to them at the end of the financial year.

  
Prof. M Srinivas  
Director

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5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility