



Ref: F1.9 (36)/RISL/Misc/11/4091

Date- 3-9-2012

**OFFICE ORDER**

The Board of Directors of the Company hereby makes the following rules further to amend the Manual on Policies and Procedures for Procurement of Goods and Services, namely:-

**1. Short title and commencement –**

- (1) These rules may be called the Manual on Policies and Procedures for Procurement of Goods and Services (Third Amendment) Rules, 2012.
- (2) They shall come into force from the date of their issuance.

**2. Substitution of clause (c) of Rule 3.2 of the Manual on Policies and Procedures for Procurement of Goods and Services –**

The existing clause (c) of Rule 3.2 of the Manual on Policies and Procedures for Procurement of Goods and Services, hereinafter referred to as the said Manual, shall be substituted with the following, namely:-

*“c) All procurements, except those under Clause 4.6, will be carried out through various committees. These Procurement Committees (PCs) will function at four levels, i.e. at the levels of Officer in charge of project or Cell, Director (Technical)/ Executive Director(ED)/ General Manager (GM)/ System Analyst (SA), Managing Director, and Chairman. The quorum for conducting the meeting of a PC will be half of the number of its members (rounded off to next whole number) but the presence of its chairman and finance member will be necessary.”*

**3. Substitution of Rule 3.3 of the Manual on Policies and Procedures for Procurement of Goods and Services –**

The existing Rule 3.3 of the said Manual shall be substituted with the following, namely:-

**“3.3 Procurement Committees**

*There will be Procurement Committees at four levels: Officer in charge (Project/ Cell), Director (Technical)/ Executive Director(ED)/ General Manager (GM)/ System Analyst (SA), Managing Director and Chairman of Board of Directors.*

*The Procurement Committee-I (PC-I) will have following members:-*

- a) Officer in charge of the Project/Cell, not below the rank of Deputy Manager/ Analyst Cum Programmer (ACP) : Convener
- b) Representative of Director (Finance) : Member

ey



## RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

email : info@rajcomp.net  
website : www.rajcomp.net

*The Procurement Committee-II (PC-II) will have following members:-*

- |   |                    |
|---|--------------------|
| a) Director (T) / ED /GM / SA                                     | : Chairman         |
| b) Representative of Director (Finance)                           | : Member           |
| c) One Representative of DoIT&C, not below the rank of Programmer | : Member           |
| d) Officer-in-charge of the Project/Cell                          | : Member Secretary |
| e) One Representative of Client Organisation, if any              | : Member           |

*The Procurement Committee-III (PC-III) will be at the level of Managing Director and will have following members:-*

- |   |                    |
|---|--------------------|
| a) Managing Director  | : Chairman         |
| b) Director (T) / ED [GM/SA in absence of Director (T)/ ED] | : Member           |
| c) Director (Finance)                                       | : Member           |
| d) One Representative of DoIT&C, not below the rank of ACP  | : Member           |
| e) Officer-in-charge of the Project/Cell                    | : Member Secretary |
| f) One Representative of Client Organisation, if any        | : Member           |


*The Procurement Committee-IV (PC-IV) will be at the level of Chairman of Board of Directors of RISL and will have following members:-*

- |   |                    |
|---|--------------------|
| a) Chairman BOD   | : Chairman         |
| b) Managing Director  | : Member           |
| c) Nominee Director of Finance Department                   | : Member           |
| d) Director (T) / ED [GM/SA in absence of Director (T)/ ED] | : Member Secretary |
| e) Director (Finance)                                       | : Member           |
| f) One Representative of DoIT&C, not below the rank of SA   | : Member           |
| g) One Representative of Client Organisation, if any        | : Member"          |

  
(Sanjay Malhotra)  
Managing Director

Copy to:

1. PS to Chairman, RISL
2. PS to Managing Director, RISL
3. PA to Director (Finance), RISL
4. All Concerned, RISL
5. Guard file

  
(Sandeep Dheer)  
Director (Finance)