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Government of India  
Department of Atomic Energy  
Board of Radiation & Isotope Technology

BRIT/BARC Vashi Complex,  
Sector-20, Vashi,  
Navi Mumbai - 400 703.

March 09, 2013.

**OFFICE ORDER - CE-07/2013**

The Stores and Equipment Committee (SEC) for Board of Radiation & Isotope Technology is hereby reconstituted with immediate effect. The constitution and functions of the Committee will be as under:

- |  |   |                  |
|--|---|------------------|
| 1. Shri Piyush Srivastava, GM (Engg. & CP)     | - | Chairman         |
| 2. Shri N. Jayachandran, Sr.Mgr (LB) & OIC,RAL | - | Co-Chairman      |
| 3. Shri Chetan L. Kothalkar, SO/E, TD          | - | Member           |
| 4. Nominee of Isotope Applications Divn., BARC | - | Member           |
| 5. AO III, BRIT                                | - | Member           |
| 6. PAO, BRIT                                   | - | Member           |
| 7. Nominee of Director, DP&S                   | - | Member-Secretary |

If necessary, the Chairman may co-opt a specialist member when items of special nature are to be discussed.

**FUNCTIONS OF THE COMMITTEE:**

1. **FUNCTIONS OF THE COMMITTEE:**
  - 1.1 To decide on the policy regarding stocking of equipment and consumable items.
  - 1.2 To standardize commonly required items of equipment and stores.
  - 1.3 To examine whether the equipment proposed to be imported can be fabricated in BARC/BRIT or by local manufacturers, keeping in view issues related to embargo, time schedules, need to encourage indigenous technology developers, availability and optimum utilization of existing resources etc.
  - 1.4 To recommend modifications to and improvements in the purchase and stores procedures from time to time in the light of the experience gained.
  - 1.5 To decide the purchase of capital equipment and consumable stores for BRIT and approve purchase of such items to the extent of such purchases fall within the powers of SEC limits of Rs.5 lakhs and in respect of purchases of items exceeding the prescribed limits make recommendations to SPC, BRIT.


**PROCEDURE OF WORK:**

2. **PROCEDURE OF WORK:**
  - 2.1 The Committee will meet need based, preferably once a month in a prefixed 'day' schedule at Project House/Vashi Complex.
  - 2.2 In the absence of Chairman, Co-chairman will take the chair.

- 2.3 The indentor or his nominee will be invited to be present at the meeting while his indent is being considered.
- 2.4 The Officer-in-Charge of the Programme to which the Indenting Officer belongs will have an opportunity to represent the case in a subsequent meeting if the indent is not approved for purchase. Ultimately he can refer the matter to Chief Executive, BRIT, if there is still discordance of view for a review by SPC.
- 2.5 Copy of minutes of SEC meeting will be submitted to IFA, BRIT and Chief Executive, BRIT.
- 2.6 Chairman, SEC, BRIT will be an Ex-officio member of SPC, BRIT.

3. PROCEDURE FOR INDENTING:

- 3.1 The indent shall be prepared on a standard indent form and shall be countersigned by the competent authority. The authority competent to countersign the indents should ensure that all the columns in the prescribed form of the indent are filled in and specific period of delivery of the material in terms of number of months/days after the placement of Purchase Order shall be clearly mentioned in the indent.
- 3.2 In cases where the cost of capital equipment and consumable stores is upto Rs.5.0 lakhs, the indent shall be countersigned by General Managers and other officers having delegated powers.
- 3.3 The requirements of capital equipment and consumable stores costing more than Rs.5.00 lakhs shall have to be approved by Chief Executive, BRIT or Project Managers having appropriate powers pertaining to the specific project.
- 3.4 Wherever there is a definite requirement for obtaining equipment/materials of a specific make/proprietary nature or for fabricating equipment through specific technically competent vendors, this should be adequately justified at the indent stage. Indents for values upto Rs.2.00 lakhs shall be approved by General Managers and above. Beyond this value, the indent should be approved by Chief Executive, BRIT.

  
9/3/2013  
(A.K. Kohli)  
Chief Executive

All Officers concerned

Copy to : Director, DP&S  
IFA, BRIT  
Head, IAD, BARC  
SGMs/Head, RCs/GMs/DGMs/Sr. Managers  
FIC, RPP/ISOMED/OIC, RAL  
CAO/DCA/AO III/AD(OL)