THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

LNMIIT/REG./Office Order/49/2019-20 **Date: September 06, 2019**

Office Order

A new section has been created as **Purchase & Stores** which will be headed by the Purchase Officer with job description defined in the attached sheet. **Purchase and Store Manager** will report to the Purchase Officer and provide support in discharging the duties of Purchase Officer.

Purchase and Store Manager will hand over the responsibility of Project office if any in next 30 days and will take up the responsibilities of the new post in totality. However, until Estate Office identifies and trains an existing staff as In-Charge: "Building & Maintenance Stores", guidance and mentoring support shall be available from the Purchase and Store Manager.

(Prof. Rahul Banerjee)
Director

Copy for Information and Necessary action to:

1. Shri Ashok Salecha, Purchase Officer,
2. Shri Govind Chandwani, Store & Purchase Manager
3. Chairman PCC
4. Estate Officer
5. All Faculty & Staff members– through e-mail
6. Shri Deen Dayal Sain for displaying on Notice Boards
7. Guard File- Office Order