



# Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Down town**  
Charity Trust

Memo No: AdtU/R/2025-26/1248

Date: 28-05-2026

## CIRCULAR

### Reconstitution of Purchase Committee and Purchase Sub-Committee

As directed by competent authority, the Purchase Committee and Purchase Sub-Committee of Assam down town University is hereby reconstituted with the following members-

Sl. No.	Name	Designation	Designation in the Committee
1.	Prof. (Dr.) N. C. Talukdar	Vice Chancellor	Chairperson
2.	Prof. (Dr.) Dharmeswar Das	Chairman and Executive Director Research	Co- Chairperson
3.	Dr. Ashim Barman	Registrar	Member
4.	Dr. Nitul Jyoti Das	Deputy Registrar (Academic)	Member
5.	Prof. (Dr.) Saikat Sen	Dean, Faculty of Pharmaceutical Science	Member
6.	Dr. Anirudha Deka	Dean(i/c), Faculty of Computer Technology	Member
7.	Dr. Rubi Goswami	Librarian, HNDB Central Library	Member
8.	Mr. Shivanan Chetia	Assistant Manager-IT	Member
9.	Mr. Amarjyoti Baruah	IT Officer	Member
10.	Mr. Moni Kumar Duwarah	Officer - Housekeeping Department	Member
11.	Dean/ Head of Concerned Faculty/ Department or relevant personnel as per agenda item(s) of purchase related to any Faculty/ department	Dean/Head/ Dean's Nominee/ Head's Nominee/ any other personnel	Special Invitee
12.	Mr. Mrinmoy Das	Manager - Purchase	Joint Member Secretary
13.	Mr. OJ Bamon	Assistant Manager - Purchase	Member Secretary

### Terms of Reference:

1. The committee will sit once in a month. However, in case of urgency or need, there may be meeting in several occasions with the approval of the Vice Chancellor/Chairperson.



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2. The Purchase committee will consider the recommendation of the Purchase Sub-Committee in the purchase matters in order to accord final approval.
3. The committee will place important updates in every University Affairs Coordination Committee meeting.

The following Sub-Committee has been reconstituted to support the Purchase committee for prompt procurement process-

Sl No.	Name	Designation	Designation in the Committee
1.	Prof. (Dr.) Dharmeswar Das	Chairman and Executive Director Research	Chairperson
2.	Dr. Manash Pratim Sarma	Dean, Faculty of Science	Member
3.	Dr. Dapkupar Wankhar	Dean(i/c), Faculty of Allied and Healthcare Sciences	Member
4.	Dr. Manash Jyoti Borah	Additional Dean, Faculty of Engineering	Member
5.	Dr. Partha Pratim Dutta	Associate Professor, Faculty of Pharmaceutical Science	Member
6.	Mr. OJ Bamon	Assistant Manager - Purchase	Member Secretary

### Terms of Reference:

1. The committee will deliberate on the requirements indented by different Faculty of Studies for instruments, equipment's including sophisticated equipment's and verify the ground of justification for such necessities.
2. The committee will recommended the Annual Rate contract for purchase of chemicals, Reagent, Plastics & glassware.
3. The committee will scrutinize the quotations, rate, brand, quality, availability of budget etc. related to these requirements and put forward their recommendations to the Purchase Committee.
4. The Purchase will submit all its recommendations to the Purchase committee for approval.

**Issued with due approval of competent authority.**

(Dr. Ashim Barman)  
Registrar,  
Assam down town University.



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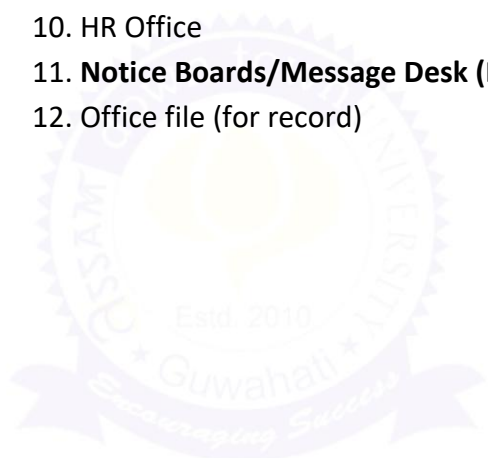
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## Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/  
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10. HR Office
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