

F. No.GA-18021/13/2024-GA
Govt. of India
Ministry of Environment, Forest and Climate Change
(GA Section)

Indira Paryavaran Bhawan
Jorbagah Road, New Delhi
Dated:-8th August, 2024

OFFICE MEMORANDUM

With the approval of the Competent Authority, a Committee comprising of the following members is hereby constituted to verify technical specification of newly purchased IT equipment/Products (Desktop, Laptop and other IT related items) in the Ministry.

- | | | |
|-------|---|-----------|
| (i) | Shri Navin Kishore Karn, Scientist F, NIC | -Chairman |
| (ii) | Shri Vikash Chander Gupta, Under Secretary, IFD | -Member |
| (iii) | Shri Rajender Kumar, Scientist C | -Member |
| (iv) | Shri Annadurai, Sr. Consultant | -Member |
| (v) | Under Secretary, GA Division | -Member |

2. The Terms of reference for Technical Specification Verification Committee are as under:

- (i) Review the procurement documents, including tenders, contracts and specifications.
- (ii) Verify that the delivered IT equipment matches the technical specifications outlined in the procurement documents.
- (iii) Conduct physical inspections and testing of the IT equipment where necessary and report any discrepancies or non-compliance.

3. The committee is requested to submit their report to GA Division on each occasion of verification.

4. This issue with approval of the Competent Authority


(Vikram Singh)
Under Secretary (GA)
#3128

To,

All members of the Committee

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