



**DR.S.KARTHIGA KANNAN, MDS.,
PRINCIPAL**

TO WHOMSOEVER IT MAY CONCERN

Our institution has maintenance committee as a part of purchase and condemnation committee which meets every three months and decides on all matters regarding to service and repairs, annual maintenance contract of dental equipment and instruments etc..



S. Karthiga Kannan
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Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Chengalpattu, Chengalpattu District
Tamil Nadu - 605 319



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India

Affiliated to The Tamilnadu Dr.M.G.R Medical University

A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

PURCHASE & CONDEMNATION COMMITTEE

CHAIRPERSON	Dr. T. Ramesh M.D, Correspondent
CONVENOR	Prof. Dr.A.Vasanthakumari, MDS., Principal, APDCH
QUALITY MANAGER	Mrs. R. S. Preethi, MBA, CPQIH
NABH COORDINATOR	Dr. R. Sumanth Kumar, MDS., Reader, Orthodontics
MEMBERS	<ol style="list-style-type: none"> 1. Dr. K.Vivek, MDS., Lecturer, Pedodontics 2. Dr. V.L.Lakshman, MDS., Lecturer, Oral Medicine 3. Dr. B. Nathiya, MDS, Lecturer, Oral Surgery 4. Dr. K. Nitya, MDS, Lecturer, Oral Pathology 5. Dr. P. Shobana, MDS, Lecturer, Orthodontics 6. Dr. I. Ramesh Kaarthick, MDS., Lecturer, Prosthodontics 7. Mr. S. Prabhu, Admin Manager, 8. Mr. R. Ramesh, Accounts Manager 9. Mr. R.V. Selva Ganapathy, Maintenance Manager 10. Mr. G. Kuppan, Store In Charge



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PURCHASE & CONDEMNATION COMMITTEE

OBJECTIVES

1. The committee decides on all matters regarding the purchase and condemnation of items and materials applicable to APDCH.
2. The committee meets once in three months and also when there is a requirement for either purchase or condemnation.
3. The committee involves in the material management process of the following but not limited to:
 - i. Capital assets
 - ii. Consumables
 - iii. Printing & Stationary
 - iv. Dental instruments
 - v. Dental materials
 - vi. Dental Lab items
 - vii. Maintenance items
 - viii. Housekeeping items
4. The committee also checks on the proper functioning of Central Stores on the following:
 - i. Purchase of materials and equipments required by the Institution.
 - ii. Issuing the materials to different departments etc.
 - iii. Correspondence with different companies/suppliers – follow up is done when the material is not received on time.
 - iv. Sending the equipments for servicing / repairs when needed.
 - v. Making arrangements for Annual Maintenance Contract for different machines & equipments.
 - vi. Recording the transactions and other necessary information.
 - vii. Verification of the Invoices received, recording in the computerized Inventory Register and forwarding the Invoices sent to the Administrator for the approval and then to Accounts Section for payment.
 - viii. Storage of the materials & expiry control
 - ix. Reorder levels
 - x. Safety measures adopted & MSDS for hazardous materials



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CORRESPONDENT

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