

## STAFF DETAILS – PURCHASE DIVISION, HEAD OFFICE

Sl.No.	ജീവനക്കാരുടെ പേര് & തസ്തിക	സീറ്റ് നമ്പർ	കൈകാര്യം ചെയ്യുന്ന വിഷയങ്ങൾ	ഔദ്യോഗിക ഫോൺ നമ്പർ , ഇമെയിൽ ഐ ഡി എന്നിവ
1	DEEPU M R - Manager	MANAGER	Division Head	0484 – 2206782 , 9446089781 <a href="mailto:agmp@supplycomail.com">agmp@supplycomail.com</a> <a href="mailto:pmsupplyco@gmail.com">pmsupplyco@gmail.com</a>
2	SETHULEKSHMI R , Asst.Manager	ASSISTANT MANAGER	Overall supervision of payments to suppliers of Rice, Spices & Pulses. Monitoring of SD / Bank Guarantee Accounting & Release , Transfer & Posting orders implementation and other establishment works.	0484 – 2206786 , 9446509091 , <a href="mailto:ampurchase@supplycomail.com">ampurchase@supplycomail.com</a>
3	SIVI . P . SAMUEL , Junior Manager	ASSISTANT MANAGER	Overall supervision of e-tender/e-auction proceedings, Ensuring supply of materials ordered. Purchase of Stationery items for Head office , Furniture , Weighing Machine , Cash Chests , Monitoring of timely payment to suppliers of PP Cover , Photostat Machine . HOMC Minutes approval. Monitoring of Case files , RTI , LA , LC & NLC related subjects.	0484 – 2207924 , 9446517775
4	SMITHA P R , JA	P 11	Payment to suppliers of items – Jaya Rice (Andhra & Other) , Ponni Rice (Single Boiled & Double Boiled) , Toor Dhal , Masoor Dhal (Orange & Yellow)	
5	RIYAS A K , SA I	P 22	Payment to NCDESX –items.Raw Rice , jaya Rice ,Coriander, Chillies ,Lobia,Toordhal,Whitegram,Blac kgram,Bengalgram,Greenpeas, Greengram.E-tender for items – Boiled Rice , Idly Rice , Surekha Rice & ASD/CO Boiled Rice , Biryani Rice.Also ensuring the supply of items as per tender conditions.	
6	GIRISHMON T K , SA I	P 16	Inviting of e-tender for Poly Propylene Covers and Carry Bags and issue of Purchase Order to ensure availability of essential stock. Payment to supplier of the above items – without delay and ensure recover of penalty of Non-Supply,Delay in Supply.EMD/SD release of the supplier of PP Cover .Establishment matters like Transfer & Posting as per the order of Administration	

			Division.Leave Application/Land Property Statement/Pension Contribution/Printer Payment Service/Other establishment relatd Miscellaneous subjects.	
7	ROBERT Y , SA I	P 1	Maintain Register for SD and ensuring the timely submission of Security Deposits. Release of SD and Bank Guarantee on satisfactory completion of work.releasing of Security Deposit and Bank Guarantee submitted by the suppliers for e-tender.Non/Short/Excess supply penalty calculation and deducting the amount of penalty calculated from the Security Amount	
8	SANJU M , SAI	P 5	Payment to supplier of items – Matta Rice & Bengal Gram Bold – without delay and ensure recover of penalty for non supply , Delay in supply	
9	AJI S , SAI	P 10	Inviting e-tender for Pulses & Spices , Rice & Sugar and issue of Purchase order to ensure availability of essential stock . Registration of New Suppliers.	
10	ANUP . N , SA I	P 25	Special Purchase Cell / Tender/EMD/SD/ Payment files of Salt, Turmeric Powder , Cashew Nuts & Cardamom	
11	RAJALEKSHMI R , SA II	P 7	Payment to Suppliers of items – UD washed , Green Peas , Toordhal (Fatka) , White Gram , Raw Rice , Bodhana Rice & Peas Dhal – without Delay and ensure recover of penalty for non – supply ,Delay in Supply	
12	ANITHA .P K , JA	P 15	Ensure receipt of Security Deposit in the form of DD & Bank Guarantee . release of Security Deposit and bank Guarantee on satisfactory completion of work.	
13	METTY A M , JA	P 21	Purchase of Furniture, Weighing Machine , Cash Chests , Photo Copier - NFSA / Depots / Outlets / Deals internet connections of NFSA Godown & Outlets / Deals Land Phone connections of Hrad Office / AMC of weighing machines & Generator.	
14	GODWIN M , SA II	P 9	Purchase of Stationery items for Head office.Payment to Photostat Machine.HOMC Minutes approval. Other matters like LC/NLC , Case Files.	

15	JWALA N , SA II	P 3	Payment to supplier of items – Lobia , Kuruva Rice , Green Gram (Moong) & Greengram (Premium) – without delay and ensure recover of penalty for non supply , Delay in supply.	
16	ANJU SUNNY , SA II	P 20	Accounting and Releasing of EMD submitted by various suppliers for participating e-tenders for Rice,Pulses & Spices. Deals Legislative Assembly questions related to Purchase of Pulses , Spices & Rice.deals information sought under RTI Act , 2005. Deals various case files related to Purchase Division. Issuing Show cause Notices and and imposing penalty in quality related issues.	
17	AJITHAMMA R , SA II	P 6	Payment to supplier of items – Fenugreek , Mustard , Cumminseed , Chilly , Piriyan Chilly & Corriander (Spices) without delay and ensure recover of penalty for non-supply , Delay in Supply.	
18	SREEJA S , LD Typist		Typing Letters , Documents & Internal Correspondence . Deals e-tender related works.	
19	TREESA M T , ASM		Office Assistance	
20	VIJIMOL G , ASM		Tapal Entry on Distribution Register . Store Keeping , other office Assistance	
21	JINU JOY , Daily Wage Employee		Office Assistance and Data Entry	