



TAGORE DENTAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai -600 127, Ph: 30102222

Recognized by The Dental Council of India, New Delhi

Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.

PURCHASE MAINTENANCE AND CONDEMNATION COMMITTEE

Email: purchase@tagoredch.in

From

13.12.2022

Dr.P.SaiKrishna

Purchase maintenance and condemnation committee - Chairman

Tagore dental college and Hospital

To

The Principal

Tagore dental college and Hospital

Sub: Purchase maintenance and condemnation committee Annual report for the year 2022.

Respected Sir,

Hereby we are submitting the Purchase maintenance and condemnation committee annual report for the year 2022. We conducted 6 meetings once in two months on 24.02.2022, 28.04.2022, 23.06.2022, 26.08.2022, 13.10.2022 and 13.12.2022. Each meeting is conducted with an agenda which is discussed during the meeting and the issues are conveyed to the higher authorities. Entire minutes of the meeting are recorded and duly signed by our Principal.

Meeting Dates for the year 2023

S.NO	MONTH	DATE
1.	January - February	21/02/2023
2.	March - April	18/04/2023
3.	May - June	20/06/2023
4.	July - August	22/08/2023
5.	September - October	17/10/2023
6.	November - December	19/12/2023

Dr. C.J Venkatakrishnan
Converner

Dr.P SaiKrishna
Chairman

Dr.Lokesh
Member Secretary

Dr.Narasimman
Member

Dr.Parthasarathy
Member

Dr. Vandana
Member

Dr. A.Hemalatha
Member

Dr. Kumararaja
Member

Dr. Deepak
Member

Dr.Narmatha
Member

Dr.Ramesh Venkatesan
Member

Mr. Venkatesh
Member

Mr. Arshad Khan
Member



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The following issues are compiled from the overall meeting for the year –

- Overall equipment audit conducted month wise by Dr.Rathinavel Pandiyan
- New Spare List were procured from Mr.Murali through various departments for service of dental chairs
- Prior discussion and permission from the Principal and Chair person obtained
- Periodical repair reports were collected department wise duly cross checked along with Technician Mr.Murali and Dr.Rathinavel Pandiyan.
- Equipment which are not ready and not repaired are cross checked by respective department in-charges
- Requisitions for new equipment were forwarded to the concern
- Overall equipment condemnation conducted in November 2022
- Equipment audit conducted in November 2022
- **Amendments:** Dr.Narmatha and Dr.Ramesh have been added as member instead of Dr.N.Balaji and Dr.Kalpana respectively.

Thanking you,

Principal

Dr.C.J.VENKATA KRISHNAN, M.D.S., Ph.D.,
PRINCIPAL
TAGORE DENTAL COLLEGE & HOSPITAL
RATHINAMANGALAM, VANDALUR POST,
MELAKOTTAIYUR, CHENNAI-600 127.

Chairman

(Dr.P.SaiKrishna)

**PURCHASE & STORES COMMITTEE
TAGORE DENTAL COLLEGE & HOSPITAL**

Dr. C.J Venkatakrishnan Converner	Dr.P SaiKrishna Chairman	Dr.Lokesh Member Secretary	Dr.Narasimman Member	Dr.Parthasarathy Member	Dr. Vandana Member	
Dr. A.Hemalatha Member	Dr. Kumararaja Member	Dr. Deepak Member	Dr.Narmatha Member	Dr.Ramesh Venkatesan Member	Mr. Venkatesh Member	Mr. Arshad Khan Member