



Dated: September 18th, 2012

NOTIFICATION

Subject: **DECENTRALIZATION OF PROCUREMENT OF I.T. EQUIPMENTS**

No. TEVTA / Fin / B&A / 562 : In supersession of this office letter No. TEVTA / Fin / P-Committee / 2012 / 9860 dated 3.2.2012 and in continuation of this office order no. TEVTA / Admn / 1-28 dated 3.12.2011; institutes, districts and zonal offices shall procure I.T. equipments in their respective jurisdiction under Punjab Procurement Rules and TEVTA delegation of financial powers and the following procedure will be adopted:

- (a) MIS Section TEVTA Secretariat shall process cases of prequalification of the firms regarding I.T. equipments where required, in the light of procurement rules and delegation of financial powers and notify the same.
- (b) MIS Section will also prepare specifications of I.T. equipments and these will be reviewed after every six months.
- (c) Each stakeholder shall be consulted for preparing specifications of I.T. equipments.
- (d) MIS Section shall issue checklist and SOPs for inspection criteria in the light of Punjab Procurement Rules and shall inspect the procured I.T. equipments at random and will submit its report.

2. District inspection committee for the inspection of I.T. equipments shall comprise of the following:-

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|------------------------------------|----------|
| a. Instructor – I.T. (senior most) | Convener |
| b. Instructor – I.T. | Member |
| c. Instructor – Electronics | Member |

3 (a) Institute procurement committee shall procure I.T. equipments up to Rs. 0.5 million on case to case bases.

- (b) The procurement of I.T. equipments from development, non-development and pupil funds shall be made separately according to source of funds by respective procurement committee / competent authority.
- (c) The institute / office may procure computer accessories like mouse, key board etc. day to day repair of I.T. equipments and consumables from the market (without reference to prequalified firms) in accordance with Punjab Procurement Rules and TEVTA Delegation of Financial Powers.
4. Assistant Manager (Project & Procurement) shall submit fortnightly report about the procurement to Manager (Procurement) TEVTA.
5. Manager (Procurement) TEVTA shall submit fortnightly report of purchases made by institutes / offices to Chief Operating Officer.

No. & even dated
August 30, 2012

**CHAIRPERSON
TEVTA**

A copy is forwarded for information and necessary action to:

1. All General Managers TEVTA, Lahore.
2. Advisor (Project & Planning) TEVTA, Lahore
3. The Zonal Managers (Centre, North & South) TEVTA.
4. All Managers TEVTA Secretariat.
5. All District Managers TEVTA in Punjab
6. The Manager MIS TEVTA with the request to upload on TEVTA website.
7. All Assistant Managers (Project & Procurement) in the Punjab.
8. S.A to Chairperson TEVTA, Lahore.
9. PS to Chief Operating Officer TEVTA, Lahore.


(Mirza Umar Farooq Baig)
Deputy General Manager (Finance)
TEVTA