



ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਅਤੇ ਲੋਕ ਸ਼ਿਕਾਇਤਾਂ ਵਿਭਾਗ

GOVERNMENT OF PUNJAB
DEPARTMENT OF GOVERNANCE REFORMS & PUBLIC GRIEVANCES

Ref. No: DGR/e-810327/I/1006592/2025

Dated: 09/01/2025

To

1. All Administrative Secretaries
2. All Deputy Commissioners

Subject: Regarding issuance of simplified Performa for Technical Sanction to be filled by Administrative Departments (ADs) for procurement of IT hardware.

With reference to subject cited above, the Department of Governance Reforms & Public Grievances has simplified the Performa to be filled by ADs for getting Technical Sanction.

2. If any Administrative Department, wants to purchase hardware above ₹ 10 lakhs and/or not as per specifications issued by DGRPG, only then they are required to send the request for issue Technical Sanctions. The copy of simplified Performa for Technical Sanction is placed at **Annexure – 'A'**.
3. The remaining terms & conditions are same as per letter no DGRPG/Technical Sanctions/E-123853/I/811566/2024 dated 27.03.2024.
4. You are requested to issue necessary instructions to the concerned officers to use the revised performa for requesting technical sanctions.

Anwar

System Manager
anwar@punjab.gov.in

Checklist for Technical Sanction of IT items

[To be filled only if the hardware purchase is more than Rs. 10 lakhs or the specifications are not as per those released by DGRPG]

1. Name of department / organization:

Date:

2. Details of IT Items being purchased:

| SN | Item Name | Quantity | Intended use (Refer Note 1) | Specifications (Refer Note 2) | Deviation from the specifications released by DGRPG, if any | Reasons for deviation, if applicable | Estimated per unit cost (in Rs.) | Estimated total cost (in Rs.) |
|----|-----------|----------|-----------------------------|-------------------------------|---|--------------------------------------|----------------------------------|-------------------------------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |

Note 1: In the intended use column, mention the reason for the requirement like normal office functioning, software development, etc.

Note 2: In the Annexure column, mention Annexure reference number where specifications of the item is attached

3. Contact person details, in case DGRPG requires any clarification:

| Name | Designation | Mobile No. | Email |
|------|-------------|------------|-------|
| | | | |

[Signature of Competent Authority]