



GOVERNMENT OF PUNJAB
DIRECTORATE OF GOOD GOVERNANCE AND INFORMATION TECHNOLOGY

Ref. No: DGG&IT/Procurement/e-837120/2025/03/02

Date: 04.03.2025

To

1. All Administrative Secretaries
2. All Heads of Departments

Subject: Procurement of commonly used IT items on behalf of ADs

1. As per allocation of business rules, the following IT related functions are assigned to DGG&IT:

“6. To formulate policy on the use of Information Technology in the State of Punjab.

7. To formulate and implement a plan for induction of Information Technology at all levels, in coordination with the Government Departments concerned.

8. To give technical advice to all departments regarding adoption of suitable Information Technology systems for making appropriate arrangements to maintain the service”

2. With reference to the above allocated functions, this office receives requests by various ADs for procuring commonly used IT items like laptops, computers, UPS, printers, scanners, etc on their behalf.
3. It is intimated that if any AD desires that DGG&IT should execute procurement of these commonly used IT items on their behalf, request for the same may be sent along with nodal officer details for necessary coordination.

4. In this regard a letter no. DGG&IT/Procurement/e-837120/2025/02/09 dated 18.02.2025 was already sent to all ADs clarifying that **DGG&IT will not charge any administrative / service charges** for such procurement, **if the request is placed by ADs**. These instructions are not applicable to Boards / Corporations / other self-sustaining organizations of Government of Punjab.



Girish Dayalan, IAS

**Special Secretary to Government
and Director**