

**DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
GOVT. OF NCT OF DELHI
MUNI MAYA RAM MARG, PITAMPURA, NEW DELHI**

No.F.PA/DD (Admn.)/OM/TTE/2020-21/ **7614**

Dated:30.08.2022

ORDER

It has been observed that most of the files relating to procurement of goods/services are being held up in the Planning Branch of the Department due to which, in some cases, the important/time bound purchases could not be finalised and allocated Budget was compelled to be surrendered.

After going into the bottlenecks involved in the procurement process, it has been directed by the Competent Authority that, henceforth, the concerned branch will move and finalise the proposal for procurement and the file will be sent to the Planning Branch only for allocation/availability of the Budget under the concerned 'Head' and the Planning Branch will return all the files relating to the procurement to the concerned Branches on the same day of receipt or maximum by next working day. All the codal formalities regarding procurement will be done by the concerned Branch only

Delay on behalf of any official in the procurement process will be viewed seriously and responsibility will be fixed on the part of concerned employee.


(A.N.Guar)

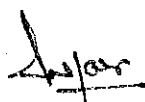
Dy. Director (Admn.)

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Copy forwarded to the following for information & necessary action :

1. PPS to the Secretary (TTE/HE), DTTE (Hq.).
2. PS to the Director (TTE/HE), DTTE (Hq.).
3. The Jt. Director (Plg./TTE), DTTE (Hq.).
4. The DCA, DTTE (HQ).
5. Controller, BTE.
6. All DDs/Ads/AOs/Branch In-Charges,DTTE (Hq.).
7. The System Analyst, Computer Branch, DTTE(HQ), with the request to upload the order on departmental website.


(A.N.Guar)

Dy. Director (Admn.)