

**Procedure for Executing IT & e-Governance related Projects / Services /
Procurement of IT equipment**

<u>Sr. No.</u>	<u>Activity</u>	<u>Action By</u>
1	Receipt of request from department for IT related Project /procurement of IT equipment /services. The following to be indicated:- (a) Type & quantity of equipment (b) Specification, if known, or the purpose/utility of equipment	Department Concerned
2	Forwarding of Proforma Invoice to the concerned Department indicating:- (a) Specifications (b) Approx. rates/costs (c) Delivery locations list (d) Request for Details of nodal officers	Punjab Infotech
3	Concurrence of Department and release of funds to Punjab Infotech payable at Chandigarh in favour of Punjab Information & Communication Technology Corporation / online in Bank account and details of nodal officer.	Department Concerned
4	Initiation of project/procurement of equipments/services through laid down procedures.	Punjab Infotech
5	Selection of vendor/service provider based on selection process laid down.	Punjab Infotech
6	Implementation of projects/procurement purchase/ work order	Punjab Infotech
7	Acceptance by the department.	Department Concerned
8	Submission of Utilization Certificate	Punjab Infotech