

**Office Order**

Memo no. STP(E&V)/Misc-21/2013/

Dated:

**Subject: Mechanism for purchase of furniture and other office equipments/items.**

Following mechanism is approved for purchase of furniture and other office equipments/items in the Department:

1. A Committee constituted of Superintendent (Establishment) and Chief Accounts Officer (HQ) shall fix standards/norms for office furniture and equipment as per sanctioned strength. Age of furniture and office equipment shall also be fixed for automatic renewal after such period.
2. The norms so fixed shall be circulated to field offices with the request to intimate deficient items to CAO (HQ).
3. On receiving demands from the field offices, CAO (HQ) shall obtain in principal approval from DGTCP for procuring these items out of 1% administrative expenditure of IDC fund.
4. Committee consisting of Senior Town Planner (to be nominated by DGTCP), senior most DTP at Headquarter and CAO(HQ) shall centrally procure these items.
5. Bills of items so procured shall be processed by CAO (HQ), who shall obtain approval of DGTCP (Hr) release of funds from 1% administrative charges of IDC funds.
6. All the proposals received for purchase of furniture and other office items will be examined on merit and case to case basis.

Sd/-

Anurag Rastogi, IAS,  
Director General, Town and Country Planning,  
Haryana, Chandigarh.

Endst. No.STP(E&V)/Misc-21/2013/ID/970-1001

Dated: 14.05.2013

A copy is forwarded to following for information and necessary action:

1. Chief Town Planner (Haryana).
2. Chief Coordinator Planner (NCR).
3. All the Senior Town Planners in the State.
4. Chief Accounts Officer (HQ).
5. All the DTPs in the state.
6. Accounts officer (HQ).
7. Superintendent (Establishment).
8. Superintendent (E&V).

Sd/-

(Karamveer Singh)  
District Town Planner (E),  
For Director General, Town & Country Planning  
Haryana, Chandigarh.