

**Department of Digital Technologies & Governance  
Government of Himachal Pradesh**

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No. DIT-B/7/2021-IT-DIT (E-44427)-102 the 13<sup>th</sup> November, 2025

**OFFICE ORDER**

WHEREAS, attention is invited towards this Department's O/o No. DIT-B011/3/2020-IT SECTION-GoHP (E-17457)-83 dated 15.06.2024 whereby Standard Operating Procedures (SOPs) for procurement of store items in the DDT&G were issued in order to streamline the process of procurement, to maintain the economy of efficiency and to assign clear-cut roles and responsibilities and the subsequent O/o No. DIT-B/7/2021-IT DIT (E-44427)-79 dated 07.07.2025 vide which the Member Secretary in respect of committees mentioned at Clause No. 4 & 6 have been prescribed.

AND WHEREAS, it has also been observed that for undertaking procurement of Technical nature beyond One Lakh Rupees (**As per Clause 5 of the Office Order dated 15.06.2024**), the Member Secretary of the said Committee has not been indicated which is resulting in operational difficulties and leading to delay in the procurement processes. It is, therefore, notified that

1. The concerned Project In-Charge shall function as the Member Secretary of the Committee mentioned at Clause 5 of the Office Order dated 15.06.2024.
2. Further, it has been observed that consultants are being co-opted as members of the procurement/tender committees as per Clause 5 of the SOP. This practice is not desirable, as it tends to dilute accountability. Consultants may, however, be associated with the committees to provide technical assistance as required, but they shall not be formally included as members of the tender committees. The regular members of the committee shall remain fully responsible for all decisions taken.

This order should be adhered to strictly in letter and spirit.

  
12/11/25.  
**Director,**  
Department of Digital Technologies & Governance,  
Shimla-171013, Himachal Pradesh

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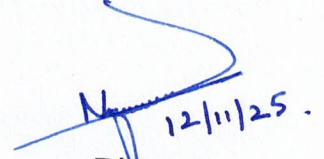
**Endst. No. as above**

**Dated:**

13<sup>th</sup> November, 2025

Copy forwarded for information and necessary action to:

1. All the Officers of DDT&G for kind information please.
2. All the Project In-Charge (s) of DDT&G for information and compliance please.
3. The Assistant Controller (F&A), DDT&G for information please.
4. The Office Superintendent/ Work Supervisor, DDT&G for information please.
5. Guard file.

  
12/11/25.

**Director,**

Department of Digital Technologies & Governance,  
Shimla-171013, Himachal Pradesh

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