

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

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No. DIT-B/7/2021-IT-DIT (E-44427)-79 the 7<sup>th</sup> July, 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 WHEREAS, it has been observed that for undertaking procurement by the Local Purchase Committee and for purchases of Non-Technical nature beyond One Lakh Rupees (**As per Clause 4 & 6 of the Office Order mentioned above**), the Member Secretary of the said Committees has not been indicated which is resulting in operational difficulties and leading to delay in the procurement processes. It is, therefore, notified that Office Superintendent/ Work Supervisor shall function as the Member Secretary of the Committees mentioned at Clause 4 & 6 of the Office Order *ibid*. It is further ordered that the Additional/ Joint Director (Admin) may co-opt Deputy Manager (IT)/ Manager (IT)/ Deputy Director (IT) as a Member of the aforesaid Committees depending upon the requirement as per the nature of Goods/ services to be procured and need of special inputs, if any.


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

  
6/7/25  
Director,

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

**Endst. No. as above**

**Dated:**

7<sup>th</sup> July, 2025 

Copy forwarded for information and necessary action to:

1. All the Officers of DDT&G for kind information please.
2. The Additional/ Joint Director (Admin.) for information please.
3. The Assistant Controller (F&A), DDT&G for information please.
4. The Office Superintendent/ Work Supervisor, DDT&G for information and compliance please.
5. Guard file.

  
6/7/25  
Director,

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