1. Rule 8 of Punjab Procurement Rules 2014 (Amended 2016) envisages “A procuring agency shall, within one month from the commencement of a financial year, devise annual planning for all proposed procurements with the object of realistically determining the requirements of the procuring agency, within its availed resources, delivery time or completion date and benefits that are likely to accrue to the procuring agency in future.” and according to rule 9(1)(2) of the rule ibid “The procuring agency shall advertise in advance annual requirements for procurement on the website of the Authority as well as on its website.”

2. In view of the aforementioned mandatory requirement of procurement legal frame work, all the public sector organizations in the Punjab are advised to kindly ensure strict compliance of the rules supra by formulating the annual procurement plan for the year 2019-2020 and upload on the website of the PPRA & procuring agencies by the stipulated time, under intimation to this office. PPRA has already made available a template of procurement plan for the convenience of all concerned on its website. The same is also being provided along with this letter which may kindly be further circulated to all the downstream organizations falling under your administrative ambit. You are also requested to direct all the concerned officers working under your kind control to follow the aforementioned instructions in its true letter and spirit.

No. & Date Even

A copy is forwarded for information to:
1. All the Administrative Secretaries, Govt. of the Punjab.
2. All Heads of Autonomous Bodies.
3. All Heads of Attached Department.
4. All Division Commissioners in Punjab.
5. The Chairman Planning & Development Department.
6. The Chairman PITB.
7. All the Deputy Commissioners in Punjab.
8. The Director General Audit, Punjab.
10. The Registrar Lahore High Court.
11. Web Developer Data Administrator.
12. PA to Director Legal & Monitoring.