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No. PA/ Dir. (L&M)/ 2019  
PUNJAB PROCUREMENT REGULATORY  
AUTHORITY, S&GAD  
3<sup>rd</sup> Floor, Al-Falah Building, The Mall Lahore.

Dated Lahore, 17<sup>th</sup> September, 2021

To

1. All Administrative Secretaries/ Heads of the Departments.
2. All District Administrators/ Deputy Commissioners, Punjab.

Subject: REVISED CAPACITY BUILDING PROGRAM – 90 MINUTES WITH PPRA.

Kindly refer to letter No. PA/ Dir. (L&M)/ 2019, dated: 11<sup>th</sup> August, 2021, which is being substituted with this letter.

2. Procurement of Goods, Works, Services and Consultancies is one of the most important functions performed by the public servants. Everybody has to undertake procurement at some point in time. This is the quintessential skill-set that every public servant has to learn. The dream of utilization of huge Development funds to enhance economic growth will easily materialize if the procurement related officials are very well-versed in PPRA Rules. This will boost their confidence to deliver without any fear of investigative agencies.
3. There are about 3630 registered Government Procuring Agencies in Punjab whose accounts have been opened by PPRA and Username/ Password assigned; and, an estimated 10,000 unregistered ones. In Punjab, around Rs 1200 billion are spent every year on official procurements. Thus the principles of procurement: value for money, economy, efficiency and transparency play a big role and have huge impact on the exchequer.
4. Planning Commission of Pakistan (PCP) vide letter No. 1(261)G/PC/2019 dated 16-12-2021 had directed to build capacity of the departments. For the said purpose a letter No. PPRA(L&M)/TCB/1-11/2021 dated 07-06-2021 was written to all concerned. In response, very few entities have expressed interest. As per Section 10 of the Punjab Procurement Regulatory Authority Act 2009, it is the mandate of PPRA to build capacity of all the procuring agencies across the Punjab. Ibid section stipulates that:



**10. Training.— The Authority shall formulate training policies and launch training programmes for the relevant personnel of the Procuring Agencies.**

Moreover, the Board of Management (BoM) of PPRA under the chairmanship of the Chief Secretary, Punjab has also directed to kick-start extensive capacity building programme.

5. Accordingly, in order to comply with the directions of the BoM and discharge the mandatory obligations, an extensive Capacity Building Programme has been started by PPRA under the overall guidance of the Chief Secretary, Punjab and Additional Chief Secretary, Punjab as desired by the Chief Minister to help everybody develop better understanding about PPRA Rules and Procedures. The online training schedule has been titled as: **90 Minutes With PPRA. The Revised Programme** is issued as follows:

**DISTRICTS:**

Sr. No	District Name	Training Date & Time
1	Khanewal	23-08-2021 (02:00pm to 03:30pm)
2	Rawalpindi	24-08-2021 (02:00pm to 03:30pm)
3	Kasur	25-08-2021 (02:00pm to 03:30pm)
4	Lahore	26-08-2021 (02:00pm to 03:30pm)
5	Hafizabad	30-08-2021 (02:00pm to 03:30pm)
6	Gujranwala	31-08-2021 (02:00pm to 03:30pm)
7	Sialkot	01-09-2021 (02:00pm to 03:30pm)
8	Gujrat	02-09-2021 (02:00pm to 03:30pm)
9	Bahawalpur	07-09-2021 (02:00pm to 03:30pm)
10	Jhelum	
11	Bahawalnagar	09-09-2021 (02:00pm to 03:30pm)
12	Rahim Yar Khan	
13	Attock	14-09-2021 (02:00pm to 03:30pm)
14	Okara	
15	Faisalabad	16-09-2021 (02:00pm to 03:30pm)
16	Multan	
17	Jhang	21-09-2021 (02:00pm to 03:30pm)
18	Sargodha	
19	Layyah	23-09-2021 (02:00pm to 03:30pm)
20	Toba Tek Singh	



21	Narowal	28-09-2021 (02:00pm to 03:30pm)
22	Chakwal	
23	Sahiwal	30-09-2021 (02:00pm to 03:30pm)
24	Muzaffargarh	
25	Rajanpur	05-10-2021 (02:00pm to 03:30pm)
26	Sheikhpura	
27	Lodhran	07-10-2021 (02:00pm to 03:30pm)
28	Vehari	
29	Chinniot	12-10-2021 (02:00pm to 03:30pm)
30	Khushab	
31	Mianwali	14-10-2021 (02:00pm to 03:30pm)
32	Bhakkar	
33	Nankana Sahib	21-10-2021 (02:00pm to 03:30pm)
34	Pakpattan	
35	Mandi Baha-ud-Din	26-10-2021 (02:00pm to 03:30pm)
36	Dera Ghazi Khan	

#### DEPARTMENTS:

Sr. No	Department Name	Training Date & Time
1	Agriculture Department	28-10-2021 (02:00pm to 03:30pm)
2	Board of Revenue	
3	Communication & Works Department	02-11-2021 (02:00pm to 03:30pm)
4	Cooperatives Department	
5	Energy Department	04-11-2021 (02:00pm to 03:30pm)
6	Environment Protection Department	
7	Excise & Taxation Department	09-11-2021 (02:00pm to 03:30pm)
8	Finance Department	
9	Food Department	11-11-2021 (02:00pm to 03:30pm)
10	Forestry, Wildlife & Fisheries Department	
11	Specialized Healthcare & Medical Education Department	16-11-2021 (02:00pm to 03:30pm)
12	Primary & Secondary Healthcare Department	

13	Labour & Human Resource Department	18-11-2021 (02:00pm to 03:30pm)
14	Higher Education Department	
15	Home Department	23-11-2021 (02:00pm to 03:30pm)
16	Housing & Urban Development Department	
17	Human Rights & Minorities Affairs Department	25-11-2021 (02:00pm to 03:30pm)
18	Industries, Commerce & Investment Department	
19	Information & Culture Department, Sports & Youth Affairs Department, Tourism Department	30-11-2021 (02:00pm to 03:30pm)
20	Irrigation Department	
21	Women Development Department	02-12-2021 (02:00pm to 03:30pm)
22	Law & Parliamentary Affairs Department	
23	Literacy & Non-Formal Basic Education Department	07-12-2021 (02:00pm to 03:30pm)
24	Livestock & Dairy Development Department	
25	Local Government & Community Development Department	09-12-2021 (02:00pm to 03:30pm)
26	Management & Professional Development Department	
27	Mines & Minerals Department	14-12-2021 (02:00pm to 03:30pm)
28	Ombudsman Punjab	
29	Planning & Development Department	16-12-2021 (02:00pm to 03:30pm)
30	Population Welfare Department	
31	Provincial Transport Authority	21-12-2021 (02:00pm to 03:30pm)
32	Public Prosecution Department	
33	Zakat & Ushr Department	23-12-2021 (02:00pm to 03:30pm)
34	Auqaf & Religious Affairs Department	
35	Services & General Administration	28-12-2021 (02:00pm to 03:30pm)



	Department	
36	School Education Department	
37	Social Welfare & Bait-ul-Maal	30-12-2021 (02:00pm to 03:30pm)
38	Special Education Department	
39	Technical Education and Vocational Training Authority	04-01-2022 (02:00pm to 03:30pm)
40	Transport Department	
41	National Accountability Bureau Lahore	06-01-2022 (02:00pm to 03:30pm)
42	Anti-Corruption Establishment Punjab	
43	Honorable Lahore High Court Lahore	11-01-2022 (02:00pm to 03:30pm)
44	Chief Minister Office	
45	Governor Secretariat	13-01-2022 (02:00pm to 03:30pm)

6. The meeting ID for Zoom is 96903948919 & passcode is 11223344.

The main features of the Capacity Building Programme are as follows:

- a. Extensive online training programme for all procuring agencies spanning around 5 months.
- b. Open for All! Anybody who is related to the procurement process or wants to learn about PPRA may join, irrespective of his/ her designation.
- c. User ID and Password has also been provided on PPRA Website.
- d. User ID and Password will remain the same till 23rd January, 2022.
- e. The training session is conducted every Tuesday and Thursday from 2:00 to 3:30 pm.
- f. Questions may be asked in writing on zoom link.
- g. Days for districts and Administrative Departments have been fixed for attendance purpose, to ensure each and every entity must participate in and benefit from this endeavour. The attendance sheets alongwith pictures are shared with the Chief Minister Office, the Chief Secretary/ Chairman PPRA, the SMU, CMO and the Additional Chief Secretary.
- h. A session may be adjourned or postponed if attendance is less than 50.
- i. No fees will be charged! It is absolutely free of cost.
- j. There is no limit on attending the sessions! Hence, any official may attend as many sessions as he/ she likes to satiate his/ her quest for procurement related knowledge.
- k. Directly under the supervision of the MD PPRA.



- l. All record: attendance, pictures, audio-visual records etc are being maintained.
- m. Training is imparted straight from the source, the Law and the Rules.
- n. More emphasis is given on requirements of E-Procurement and important violations committed by the procuring agencies.
- o. Good Internet facility and personal interest of the district heads, the Principal Accounting Officers and the heads of the procuring agencies are the main requirements.
- p. Training will continue till 23.01.2022.
- q. Those entities which could not be mentioned in the list above may join in any session and may contact the undersigned or the officials whose coordinates have been given below.

Any positive and constructive suggestions are welcome from those who have good understanding of PPRA/ procurement processes.

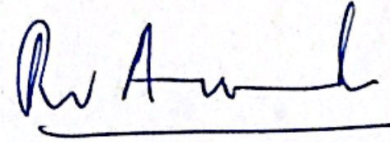
7. All the procuring agencies are advised to consult the following officers/officials in case of any query:

Sr. No.	Name	Designation	Contact	
			Office	Mobile
1.	Mr. Abdus-Salam	Senior Law Officer	04-99204572	0300-6540795
2.	Ms. Maryam Daud	Web-Developer/Data Administrator	042-36284774	0331-4703339
3.	Mr. Asad Ali	Superintendent L&M	042-36284771	0322-4864228
4.	Muhammad Amir	PS to MD PPRA	042-99205593	0322-8405132
5.	Muhammad Inam-ul-Haq	Assistant to MD, PPRA	042-99204572	0323-4534572

Alternatively, please visit PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information and changes in the programme. The focal person must check the website regularly for any instructions or changes.

8. All the heads/ Principal Accounting Officers are advised to ensure the participation of all concerned working under their administrative control as per schedule given above. Hence, they may get prepared a list containing names and mobile numbers of all related officials and depute the focal persons to ensure attendance. It is underlined that the report in this regard will be submitted to the Chief Secretary, Punjab, the Additional Chief Secretary, Punjab, the Chief Minister Office and the SMU, CMO. In case of

lack-luster or lukewarm response by any Government Department, the matter shall be submitted to the Chief Secretary/ Chairman PPRA, Punjab.

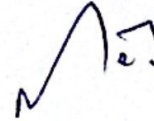


(BABAR AMAN BABAR) (PAS)  
MD PPRA, S&GAD

CC:-

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

1. Secretary, Ministry of Planning, Development and Special Initiatives, Islamabad.
2. Principal Secretary to Chief Minister, Punjab.
3. Secretary to Chief Minister (Implementation).
4. Head, Special Monitoring Unit with reference to letter No. H(SMU)5-75/2019, dated: 22.06.2021.
5. All Divisional Commissioners in Punjab.
6. Staff Officer to Chairman PPRA /Chief Secretary, Punjab.
7. PSO to Deputy Chairman, Planning Commission of Pakistan, Islamabad.
8. PSO to ACS, Punjab.
9. Office record.
10. All concerned Officers/officials of PPRA.



(MARYAM DAUD)  
Web Developer/Data  
Administrator  
Focal Person for online training  
PPRA, S&GAD