

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
উপজেলা হিসাবরক্ষণ কর্মকর্তার কার্যালয়  
ডুমুরিয়া, খুলনা।  
[dumuriauao@cga.gov.bd](mailto:dumuriauao@cga.gov.bd)

স্মারক নং- ০৭.০৩.৪৭৩০.১০০.৩৯.০১৮.২৩.২২৮৪

তারিখ: ২০/০৭/২০২৫খ্রি:।

বরাবর,

হিসাব মহানিয়ন্ত্রক, বাংলাদেশ  
হিসাব ভবন  
সেগুনবাগিচা, ঢাকা-১০০০।

[দৃষ্টি আকর্ষণঃ উপ-হিসাব মহানিয়ন্ত্রক (বাজেট ও ব্যয় ব্যবস্থাপনা)]

**বিষয়ঃ ২০২৫-২৬ অর্থ বছরে বরাদ্দকৃত বাজেটের বিপরীতে বার্ষিক ক্রয় পরিকল্পনা (Annual Procurement Plan) প্রণয়ন প্রসঙ্গে।**

উপর্যুক্ত বিষয়ের প্রতি মহোদয়ের সদয় দৃষ্টি আকর্ষণ করা যাচ্ছে।

উপজেলা হিসাবরক্ষণ কর্মকর্তার কার্যালয়, ডুমুরিয়া, খুলনা -এর ২০২৫-২৬ অর্থ বছরে বরাদ্দকৃত বাজেটের বিপরীতে বার্ষিক ক্রয় পরিকল্পনা (Annual Procurement Plan) প্রণয়নপূর্বক অফিসিয়াল ওয়েবসাইটে আপলোড করা হয়েছে।

যা মহোদয়ের সদয় অবগতি ও পরবর্তী প্রয়োজনীয় কার্যকরী ব্যবস্থা গ্রহণের জন্য প্রতিবেদন প্রেরণ করা হল।

(অনুপ কুমার বিশ্বাস)

উপজেলা হিসাবরক্ষণ কর্মকর্তা  
ডুমুরিয়া, খুলনা।

ফোন: ০১৭১৯৯৫৭৮৭৮

তারিখ: ২০/০৭/২০২৫খ্রি:।

স্মারক নং- ০৭.০৩.৪৭৩০.১০০.৩৯.০১৮.২৩.২২৮৪(১-২)

সদয় অবগতি ও প্রয়োজনীয় কার্যার্থে অনুলিপি প্রেরণ করা হলো:

- ১) ডিভিশনাল কন্ট্রোলার অব একাউন্টস,  
খুলনা ডিভিশন  
নূরনগর, খুলনা-৯০০০।  
[দৃষ্টি আকর্ষণঃ ডেপুটি ডিভিশনাল কন্ট্রোলার অব একাউন্টস খুলনা।]
- ২) অফিস কপি।

(অনুপ কুমার বিশ্বাস)

উপজেলা হিসাবরক্ষণ কর্মকর্তা  
ডুমুরিয়া, খুলনা।

**Revenue Budget**  
**Annual Procurement Plan 2025-2026**

Ministry/Division: Finance Division, Controller General of Accounts

Procuring Entity Name & code: **Upazila Accounts Office, Dumuria, Khulna/1090305101783**

Package no	Description of Procurement Package (Goods)	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd. cost in Hundred TK.	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Time for Contact	Comments
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
GR1	Procurement of Cleaning items (3211102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	100	planned dates	01/07/2025 to 30/09/2025							1st Quarter
							actual dates								
GR2	Procurement of Computer Equipments (3255101)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates	01/07/2025 to 30/09/2025							1st Quarter
							actual dates								
GR3	Procurement of Printing & Binding (3255102)	As per requirement	Direct Cash Purchase	UAO	GOB	37.5	planned dates	01/07/2025 to 30/09/2025							1st Quarter
							actual dates								
GR4	Procurement of Stamp & Seal (3255104)	(As per requirement)	Direct Cash Purchase	UAO	GOB	25	planned dates	01/07/2025 to 30/09/2025							1st Quarter
							actual dates								
GR5	Procurement of Others Stationary (3255105)	(As per requirement)	Direct Cash Purchase	UAO	GOB	250	planned dates	01/07/2025 to 30/09/2025							1st Quarter
							actual dates								
GR6	Procurement of Office Furniture (3258102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates	01/07/2025 to 30/09/2025							1st Quarter
							actual dates								

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no	Description of Procurement Package (Goods)	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd. cost in Hundred TK.	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Time for Contact	Comments
GR7	Procurement of computer (3258103)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates	01/07/2025 to 30/09/2025						1 st Quarter	
							actual dates								
GR8	Procurement of office equipment (3258104)	(As per requirement)	Direct Cash Purchase	UAO	GOB	50	planned dates	01/07/2025 to 30/09/2025						1 st Quarter	
							actual dates								
GR9	Procurement of Computer & others equipment (4112202)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates	01/07/2025 to 30/09/2025						1 st Quarter	
							actual dates								
GR10	Procurement of Office equipment (4112310)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates	01/07/2025 to 30/09/2025						1 st Quarter	
							actual dates								
GR11	Procurement of Office Furniture (4112314)	As per requirement	Direct Cash Purchase	UAO	GOB	200	planned dates	01/07/2025 to 30/09/2025						1 st Quarter	
							actual dates								
GR12	Procurement of Cleaning items (3211102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	100	planned dates	01/10/2025 to 31/12/2025						2nd Quarter	
							actual dates								
GR13	Procurement of Computer Equipments (3255101)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates	01/10/2025 to 31/12/2025						2nd Quarter	
							actual dates								
GR14	Procurement of Printing & Binding (3255102)	As per requirement	Direct Cash Purchase	UAO	GOB	37.5	planned dates	01/10/2025 to 31/12/2025						2nd Quarter	
							actual dates								
GR15	Procurement of	(As per requirement)	Direct Cash Purchase	UAO	GOB	25	planned dates	01/10/2025 to 31/12/2025						2nd Quarter	

Package no	Description of Procurement Package (Goods)	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd. cost in Hundred TK.	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Time for Contact	Comments
	Stamp & Seal (3255104)						actual dates								
GR16	Procurement of Others Stationary (3255105)	(As per requirement)	Direct Cash Purchase	UAO	GOB	250	planned dates			01/10/2025 to 31/12/2025					2nd Quarter
							actual dates								
GR17	Procurement of Office Furniture (3258102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates			01/10/2025 to 31/12/2025					2nd Quarter
							actual dates								
GR18	Procurement of computer (3258103)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates			01/10/2025 to 31/12/2025					2nd Quarter
							actual dates								
GR19	Procurement of office equipment (3258104)	(As per requirement)	Direct Cash Purchase	UAO	GOB	50	planned dates			01/10/2025 to 31/12/2025					2nd Quarter
							planned dates			01/10/2025 to 31/12/2025				2nd Quarter	
GR20	Procurement of Office Computer & Others (4112202)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates			01/10/2025 to 31/12/2025					2nd Quarter
							actual dates								
GR21	Procurement of Office equipment (4112310)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates			01/10/2025 to 31/12/2025					2nd Quarter
							actual dates								
GR22	Procurement of Office Furniture (4112314)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates			01/10/2025 to 31/12/2025					2nd Quarter
							actual dates								
GR23	Procurement of Cleaning items (3211102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	100	planned dates			01/01/2026 to 31/03/2026					3rd Quarter
							actual dates								
GR24	Procurement of Computer Equipments (3255101)	As per requirement	Direct Cash Purchase	UAO	GOB	200	planned dates			01/01/2026 to 31/03/2026					3rd Quarter
							actual dates								

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	Description of Procurement Package (Goods)	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd. cost in Hundred TK.	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Time for Contact	Comments	
GR25	Procurement of Printing & Binding (3255102)	As per requirement	Direct Cash Purchase	UAO	GOB	37.5	planned dates								01/01/2026 to 31/03/2026	3rd Quarter
GR26	Procurement of Stamp & Seal (3255104)	(As per requirement)	Direct Cash Purchase	UAO	GOB	25	planned dates								01/01/2026 to 31/03/2026	3rd Quarter
							actual dates									
GR27	Procurement of Others Stationary (3255105)	(As per requirement)	Direct Cash Purchase	UAO	GOB	250	planned dates								01/01/2026 to 31/03/2026	3rd Quarter
							actual dates									
GR28	Procurement of Office Furniture (3258102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates								01/01/2026 to 31/03/2026	3rd Quarter
							actual dates									
GR29	Procurement of computer (3258103)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates								01/01/2026 to 31/03/2026	3rd Quarter
							actual dates									
GR30	Procurement of office equipment (3258104)	(As per requirement)	Direct Cash Purchase	UAO	GOB	50	planned dates								01/01/2026 to 31/03/2026	3rd Quarter
							planned dates									
GR31	Procurement of Office Computer & Others (4112202)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates								01/01/2026 to 31/03/2026	3rd Quarter
							actual dates									

Package no	Description of Procurement Package (Goods)	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd. cost in Hundred TK.	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Time for Contact	Comments
GR32	Procurement of Office equipment (4112310)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates	01/01/2026 to 31/03/2026						3rd Quarter	
							actual dates								
GR33	Procurement of Office Furniture (4112314)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates	01/01/2026 to 31/03/2026						3rd Quarter	
							actual dates								
GR34	Procurement of Cleaning items (3211102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	100	planned dates	01/04/2026 to 30/06/2026						4th Quarter	
							actual dates								
GR35	Procurement of Computer Equipments (3255101)	As per requirement	Direct Cash Purchase	UAO	GOB	200	planned dates	01/04/2026 to 30/06/2026						4th Quarter	
							actual dates								
GR36	Procurement of Printing & Binding (3255102)	(As per requirement)	Direct Cash Purchase	UAO	GOB	37.5	planned dates	01/04/2026 to 30/06/2026						4th Quarter	
							actual dates								
GR37	Procurement of Stamp & Seal (3255104)	(As per requirement)	Direct Cash Purchase	UAO	GOB	25	planned dates	01/04/2026 to 30/06/2026						4th Quarter	
							actual dates								
GR38	Procurement of Others Stationary (3255105)	(As per requirement)	Direct Cash Purchase	UAO	GOB	250	planned dates	01/04/2026 to 30/06/2026						4th Quarter	
							actual dates								
GR39	Procurement of	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates	01/04/2026 to 30/06/2026						4th Quarter	

Package no	Description of Procurement Package (Goods)	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estd. cost in Hundred TK.	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Time for Contact	Comments
	Office Furniture (3258102)						actual dates								
GR40	Procurement of computer (3258103)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates			01/04/2026 to 30/06/2026					4th Quarter
							actual dates								
GR41	Procurement of office equipment (3258104)	(As per requirement)	Direct Cash Purchase	UAO	GOB	50	planned dates			01/04/2026 to 30/06/2026					4th Quarter
							actual dates								
GR42	Procurement of Computer & Others equipment (4112202)	(As per requirement)	Direct Cash Purchase	UAO	GOB	200	planned dates			01/04/2026 to 30/06/2026					4th Quarter
							actual dates								
GR43	Procurement of Office equipment (4112310)	(As per requirement)	Direct Cash Purchase	UAO	GOB	125	planned dates			01/04/2026 to 30/06/2026					4th Quarter
							actual dates								
GR44	Procurement of Office Furniture (4112314)	As per requirement	Direct Cash Purchase	UAO	GOB	200	planned dates			01/04/2026 to 30/06/2026					4th Quarter
							actual dates								

  
 (Anup Kumar Biswas)  
 Upazila Accounts Officer  
 Dumuria, Khulna.