

ANNUAL PROCUREMENT PLAN

Package No.	Economic Code	Description of Procurement Package of Goods	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Total Allocated amount/ Estimate cost	Time Code for process	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Comments
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	3211106	Felicitation	As per Requirement		DD & DDO	Budget	15000/-	Round the year,2026-27	3750	3750	3750	3750	
	3211113	Electricity	As per Requirement		DD & DDO	Budget	50000/-	Round the year,2026-27	13000	13000	12000	12000	
	3211117	Internet/Fax /Telex	As per Requirement		DD & DDO	Budget	30000/-	Round the year,2026-27	7500	7500	7500	7500	
	3211119	Postage stamps	As per Requirement		DD & DDO	Budget	-	Round the year,2026-27					
	3211127	Books, Newspapers, Magazine	As per Requirement		DD & DDO	Budget	15000/-	Round the year,2026-27	3750	3750	3750	3750	
	3231301	Training	As per Requirement		DD & DDO	Budget	401000/-	Round the year,2026-27	133500	133500	133500	-	
	3243102	Gas & Fuel	As per Requirement		DD & DDO	Budget	-	Round the year,2026-27					
	3244101	Expenditure Tour	As per Requirement		DD & DDO	Budget	100000/-	Round the year,2026-27	25000	25000	25000	25000	
	3244102	Transfer expenditure	As per Requirement		DD & DDO	Budget	-	Round the year,2026-27					
	3252108	Sanitation goods	As per Requirement		DD & DDO	Budget	30000/-	Round the year,2026-27	7500	7500	7500	7500	
	3255101	Computer & Relevant goods	As per Requirement		DD & DDO	Budget	40000/-	Round the year,2026-27	10000	10000	10000	10000	
	3255104	Stamps and seals	As per Requirement		DD & DDO	Budget	10000/-	Round the year,2026-27	2500	2500	2500	2500	

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