

Government of Punjab
Directorate of Governance Reforms
Checklist for Technical Sanction of IT Items

Date:.....

SN	Particulars	Response
1. General information about the proposal		
1	Brief of the proposal	
2	Whether system study conducted?	
3	Person / Agency responsible who conducted system study and brief outcome of the study	
4	Is there any Administrative Reforms integrated with the proposal by way of simplification/ elimination of process? If yes give brief description.	
5	What are the expected outcomes of the proposal?	
2. Hardware Section		
6	Type of Usage (PI tick the appropriate option)	<ul style="list-style-type: none"> • MS office Processing • Running internal operation like accounting software, inventory software etc. • Providing Service to Citizens (G2C) • Providing Services to Business (G2B) • Providing Services to Employees/ Other Department (G2E/G2G) • Any other (pl specify)
7	Whether any centrally funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If yes, PI write name of the project.	
7(a)	If yes, whether the existing requirement can be has been compared properly and checked that there is no duplicacy of resources?	

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8	Whether any State funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If Yes, PI write name of the project.	
8(a)	If yes, whether the existing requirement has been compared properly and checked that there is no duplicacy of resources?	
9	Is there any requirement of any software/ application that has to be procured along with hardware?	
9(a)	Name of Software Application Planned	
9(b)	Whether the software has already been procured?	
9(c)	If not, by when the same shall be available?	
3. Software Section		
10	Name of Software Application planned	
11	Whether the software/application has been procured/ developed?	
11(a)	If not, by when the same shall be available/ ready?	
11(b)	If under development what is the name of the development agency?	
12	Whether any centrally funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If yes, PI write name of the project.	
12(a)	If yes, whether the existing requirement has been compared properly and checked that there is no duplicacy of resources?	

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13	Whether any State funded e-Governance/ computerization project/ Mission Mode Project currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If Yes, PI write name of the project.	
13(a)	If yes, whether the existing requirement has been compared properly and checked that there is no duplicacy of resources?	
4. Networking Section		
14	Whether LAN (Local Area Network) required or not?	
14(a)	If yes, number of LAN points available for plug in?	
14(b)	If not, by when the LAN points shall be available?	
15	Whether systems to be used on any WAN (Wide Area Network)?	
15(a)	If yes, name of the WAN to be used?	
15(b)	If not, by when the WAN shall be available?	
16	Whether required electric power to run these resources is available?	
16(a)	What is the power backup plan?	
5. Human Resource		
17	Whether any additional manpower is required to operate these resources?	
17(a)	If yes, whether the required manpower is in place & if no, by when the same shall be available?	
18	Whether training of manpower required to utilizing resources under proposal? If yes, give brief description of training required.	

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18(a)	Whether the required training has been planned in such a manner that resources under proposal shall not be remain idle for abnormal time after procurement?	
6. Cost & Inventory		
19	Total Cost of the Proposal?	
20	Whether the cost is budgeted?	
21	Whether the file has been approved by the internal accounts/ finance wing of your department?	
22	Whether the proposal has been approved by Principal Secy. / Secy. Concerned as per delegation of power?	
23	Whether a Stock register has been properly maintained by the department for all IT items and stock entry has been ensured for all previous purchases?	
24	When was the last stock taking carried out?	
25	When was the last stock condemnation carried out?	

Any other detail not covered in above list:

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Summary of the Proposal

Sr. No.	Item Required	Type Of Requirement (new/replacement)		Quantity Required	Existing Quantity	User	Location	Brief Reason For Requirement
		New	Replacement					

<u>Prepared by:</u>	<u>Verified by:</u>	<u>Approved by:</u>
Name	Name	Name
Signature	Signature	Signature
Date	Date	Date
Phone No.	Phone No.	Phone No.

Notes:-

1. Please do not leave any field blank. Where ever the field is not applicable, please write "N/A"
2. Please add additional sheet(s) where ever required.
3. If required, any additional document can be attached to support the checklist.
4. Phone / Mobile number is essential for taking any clarification.