

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 | | | | | |
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|---------------------|---------------------|---------------------|
| <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.