

**Divisional Labour Office, sreemangal,moulvibazar.**  
**ANNUAL PROCURMENT PLAN**  
**for the year (2021-2022)**

Package No.	Economic Code	Description of Procurement Package of Goods	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Total Allotted amount/ Estimate cost	Time Code for process	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Comments
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	3211106	Entertainment expenses	As per Requirement		Deputy Director	Rev. Budget	60,000/-	Round the year,2021-22	15,000/-	15,000/-	15,000/-	15,000/-	
	3211110	Law Expense	As per Requirement		Deputy Director	Rev. Budget	50,000/-	Round the year,2021-22	12,500/-	12,500/-	12,500/-	12,500/-	
	3211113	Electricity	As per Requirement		Deputy Director	Rev. Budget	2,20,000/-	Round the year,2021-22	55,000/-	55,000/-	55,000/-	55,000/-	
	3211115	Water	As per Requirement		Deputy Director	Rev. Budget	25,000/-	Round the year,2021-22	6,250/-	6,250/-	6,250/-	6,250/-	
	3211117	Internet/Fax /Telex	As per Requirement		Deputy Director	Rev. Budget	50,000/-	Round the year,2021-22	12,500/-	12,500/-	12,500/-	12,500/-	
	3211120	Telephone	As per Requirement		Deputy Director	Rev. Budget	10,000/-	Round the year,2021-22	2,500/-	2,500/-	2,500/-	2,500/-	
	3211119	Postage stamps	As per Requirement		Deputy Director	Rev. Budget	5,000/-	Round the year,2021-22	1,250/-	1,250/-	1,250/-	1,250/-	
	3211127	Books, Newspapers, Magazine	As per Requirement	RFQ/DPM	Deputy Director	Rev. Budget	20,000/-	Round the year,2021-22	5,000/-	5,000/-	5,000/-	5,000/-	
	3231301	Training	As per Requirement		Deputy Director	Rev. Budget	1,00,000/-	Round the year,2021-22	25,000/-	25,000/-	25,000/-	25,000/-	
	3243101	Petrol, Oil & Lubricant	As per Requirement		Deputy Director	Rev. Budget	2,50,000/-	Round the year,2021-22	62,500/-	62,500/-	62,500/-	62,500/-	
	3243102	Gas & Fuel	As per Requirement		-	Rev. Budget	-	Round the year,2021-22	-	-	-	-	
	3244101	Expenditure Tour	As per Requirement		Deputy Director	Rev. Budget	1,50,000/-	Round the year,2021-22	37,500/-	37,500/-	37,500/-	37,500/-	
	3252108	Hygiene materials	As per Requirement		Deputy Director	Rev. Budget	30,000/-	Round the year,2021-22	7,500/-	7,500/-	7,500/-	7,500/-	
	3255101	Computer & Relevant goods	As per Requirement	RFQ/DPM	Deputy Director	Rev. Budget	1,20,000/-	Round the year,2021-22	30,000/-	30,000/-	30,000/-	30,000/-	
	3255102	Printing and binding	As per Requirement	RFQ/DPM	Deputy Director	Rev. Budget	50,000/-	Round the year,2021-22	12,500/-	12,500/-	12,500/-	12,500/-	
	3255104	Stamps and seals	As per Requirement	RFQ/DPM	Deputy Director	Rev. Budget	35,000/-	Round the year,2021-22	8,750/-	8,750/-	8,750/-	8,750/-	

