

To,

1. All the Heads of Departments, Statutory Bodies, Boards and Corporations.
2. The Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Memo No. DSD/Admin/EA-II/ 2026-27/ 7569-7670

Dated:- 11.09.2026

Subject:- Regarding timely submission of Agenda Notes to the Director General, Supplies & Disposals, Haryana, for the HPPC/HPWPC meetings scheduled to be held on the 1st and 3rd Monday of every month under the Chairmanship of the Hon'ble Chief Minister, Haryana.

Sir,

I am directed to invite your kind attention to the subject cited above and to state that the meetings of the High Powered Purchase Committee (HPPC) and High Powered Works Purchase Committee (HPWPC) are scheduled to be held on the 1st and 3rd Monday of every month under the Chairmanship of the Hon'ble Chief Minister, Haryana.

2. It has been observed that Agenda Notes/proposals relating to procurement cases are sometimes received in this Directorate at a very late stage, leaving inadequate time for their detailed examination, scrutiny and processing before the scheduled meeting of the HPPC/HPWPC. Such delays may adversely affect the timely placement of eligible cases before the Committee.

3. In order to ensure proper scrutiny of proposals and their timely submission before the HPPC/HPWPC, all Administrative Departments/Indenting Departments/Heads of Departments and other concerned authorities are hereby requested to ensure that complete Agenda Notes, along with all requisite documents, approvals, financial and administrative sanctions, comparative statements, justification, applicable rules/instructions and other relevant information, are furnished to the Directorate of Supplies & Disposals, Haryana, well in advance of the scheduled meeting.

4. The Agenda Notes/proposals intended for consideration in a particular HPPC/HPWPC meeting should mandatory reach this Directorate at least 05 working days prior to the date of the meeting, so as to provide sufficient time for examination, seeking clarification(s), rectification of deficiencies, if any, and submission of the case before the

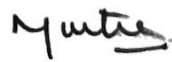
Competent Authority. **For example:** If an HPPC/HPWPC meeting is scheduled to be held on **Monday, 21.09.2026**, the Agenda Note/proposal shall reach this Directorate **latest by Monday, 14.09.2026**, during office hours (09:00 AM to 05:00 PM), keeping in view the requirement of 05 working days. Proposals received thereafter may not be considered for inclusion in the said meeting, as the prescribed time is required for proper examination and processing of the case.

5. The concerned Administrative Department/Indenting Department shall ensure that the proposal submitted to this Directorate is complete in all respects and that all necessary approvals/sanctions and supporting documents are enclosed with the Agenda Note. Cases received with incomplete information or without requisite approvals/documents may not be processed for the immediate forthcoming meeting and may be considered for a subsequent meeting after completion of all required formalities.

6. It is further requested that, wherever any clarification/deficiency is pointed out by this Directorate, the same may be attended to and the requisite information/documents furnished expeditiously, preferably within the stipulated time communicated by this Directorate, so that the case can be processed without avoidable delay.

7. The concerned officers/officials dealing with procurement cases may accordingly be directed to maintain close coordination with the Directorate of Supplies & Disposals, Haryana, and ensure compliance with the above timeline. The Administrative Departments/Indenting Departments shall also ensure that the cases proposed for consideration before the HPPC/HPWPC are processed in accordance with the applicable Rules, Policies, Government instructions and prescribed procurement procedures.

8. These instructions may be brought to the notice of all concerned for strict compliance. Any delay in submission of the Agenda Note or furnishing the requisite information/documents resulting in non-placement of the case before the scheduled meeting shall be the responsibility of the concerned Administrative Department/Indenting Department.


Assistant District Attorney,
For Director General, Supplies & Disposals,
Haryana, Panchkula