

## Duties & Responsibilities of Manager (Estate) and Procurement Officer

### **General:**

Manager (Estate) along with Procurement Officer and Care Taker/Assistant Care Taker, are responsible for all type of effective purchases of Haryana School Shiksha Pariyojna Parishad (HSSPP) and up keep & repair/maintenance of Shiksha Sadan, Sector -5, and Shikshak Sadan, Sector-7, Panchkula.

### **Manager (Estate):**

Manager (Estate) is responsible for the repair, maintenance and up keep of Shiksha Sadan, Sector-5, and Shikshak Sadan, Sector-7, Panchkula. Security, Housekeeping, Maintenance has been outsourced to a private Agency who provides the various staff. Manager (Estate) also supervises all procurement/purchase of HSSPP for effective procurement as per the laid down procedures/policies of the Haryana Government.

### **Procurement:**

All purchases/procurement of HSSPP are processed by the Procurement Officer assisted by the Care Taker and Assistant Care Taker. Requisitions received from the various Components/Branches are processed through proper channel to the State Project Director for Administrative and Financial Approval. All purchases procured through the committee constituted by the authorities as per the procedures/policies laid down by the Haryana Government are taken on charge in the stock register and issued to concern Branch/Officials. The Procurement Officer is the overall responsible for effective purchase of all big and small items such as:

1. All types of Teaching and Learning Material for Schools.
2. All kinds of Office equipment's, Furniture & Furnishing for HSSPP.
3. Purchase, conditioning, running, maintenance and repair of all HSSPP vehicles.
4. Printing and purchase of complete Stationary items for HSSPP.
5. Computer, Hardware and Accessories.

The Procurement Officer is providing administrative and logistic support for State level Training, Study/Seminars and any other education related activity held and organized by HSSPP. The Procurement Officer is also responsible for Landline/Mobile phones, Internet, Electricity and Water bills of HSSPP.

### **Conclusion.**

The Role and Responsibility of the branch are multifarious. It is pivotal and important organ of the HSSPP constantly endeavoring to provide an ideal opportunity and facility to HSSPP so that all the important aspects of the State Education policy is implemented as envisioned and desired.