

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

No. F 8(187)/DoIT/Gen/12/6543

Dated: 16/11/2012

CIRCULAR

Guidelines for submission of relevant documents to DoIT&C with final bill / statement of expenditure / statement of accounts by RISL for Backend funded projects

RajCOMP Info Services Limited, erstwhile RajCOMP, is being allocated various IT / e-Governance projects either directly by DoIT&C for the State Government or by other state government departments with funding from DoIT&C's backend budget head, after due approvals from all appropriate levels as per GF&AR.

Some of the projects thus allocated to RajCOMP / RISL have now been completed. Such projects need to be closed at the level of RISL and the accounts are to be settled with DoIT&C for which closure statement is to be submitted by RISL to DoIT&C. The closure certificate, final bill / statement of accounts must be accompanied with the following documents to substantiate the claims:

SN	Item / service description	Documents required
1	Hardware supply	1. Copy of purchase order 2. Installation report / note 3. Copy of payment sanction
2	Development of websites	1. Copy of purchase order (if outsourced) 2. URL details 3. Documents related to launching of website 4. Copy of payment sanction
3	System Software (if separate from hardware)	1. Copy of purchase order 2. Installation report / note 3. Copies of relevant licenses 4. Copy of payment sanction
4	Application software	1. Purchase order (with location of installation) 2. User acceptance report / installation note 3. Copy of payment sanction
5	Training etc.	1. Purchase order 2. Attendance sheet 3. Copy of payment sanction
6	FMS	1. Copy of work order 2. Copy of duly signed agreement, if any
7	Retainership	1. Copy of work order 2. Copy of duly signed agreement, if any
8	Consultancy	1. Copy of work order 2. Copy of duly signed agreement, if any
9	Turnkey projects	All of the documents as per (1) to (8) above

On receipt of the closure certificate with all relevant enclosures, the concerned project OIC's in DoIT&C will:

1. Check the items against the sanctions issued by DoIT&C.
2. Submit the closure statement on file to Secretary – IT&C through Financial Advisor, DoIT&C for acceptance, if the documents are all correct.
3. Inform RISL for corrective measures, if any discrepancy is found or the documents are found to be incomplete.
4. Inform OIC-Backend of project closure.

(Signature)

(Sanjay Malhotra)
Secretary & Commissioner, IT&C

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Copy for information & necessary action to:

1. Sr. P.A. to Secretary & Commissioner, IT&C
2. Director (Finance), RISL
3. Financial Advisor, DoIT&C
4. OIC (Backend), DoIT&C
5. All project OICs, DoIT&C / RISL
- ✓ 6. Accounts section, DoIT&C / RISL


(Deepshikha Saxena)

Analyst-cum-Programmer(OIC-Backend)