

# GOVERNMENT OF RAJASTHAN

## Department of Information Technology & Communication

No. F 8(175)/DoIT/Gen/12/ 4753

Dated: 29/08/2012

### OFFICE ORDER

In continuation to order no. F 8(175)/DoIT/Gen/12/3341 dated 22.06.2012; all the OICs are hereby directed to adhere to the following schedule for submitting various reports / status to the undersigned:

#### Category: Special

SN	Description	Frequency	OIC
1	FTMS pending files (more than 5 days)	Weekly	Senior PA / PA
2	Letters / matters marked as 'time bound'	Weekly	Senior PA / PA
3	Pendency under Chief Secretary Monitoring System (CSMS) / Talk to CS	Weekly	ACP (HOO)
4	Departmental pendency under SUGAM (PG)	Weekly	ACP (HOO)- OIC (e-SUGAM)
5	File pendency with FD	Weekly	Senior PA / PA
6	<b>CMIS updation:</b> 1. Budget / manifesto 2. Projects	By 5 <sup>th</sup> of every month	ACP - OIC (M&C)
7	Website updation (including e-governance initiatives)	By 5 <sup>th</sup> and 20 <sup>th</sup> of every month	All OICs to submit to OIC (Website), who will put up consolidated report.
8	Monthly progress reports to CMO	By 10 <sup>th</sup> of every month	1.OIC (Estt) – Establishment related status 2.OIC (M&C) – achievements status
9	(a) Letters to all collectors with tehsils-wise numbers of pending applications for dscs for all districts having pendency more than 10 days (b) Letters to Secretaries, with copy to District Collectors, for funding beyond prescribed time limit under RGDPS Act.	By 1 <sup>st</sup> & 16 <sup>th</sup> of every month	SA (OIC- RGDPS)

#### Category: General

SN	Description	Frequency	OIC
1	Status of leave applied for	Daily	Senior PA / PA
2	Fortnightly report of posting on compassionate grounds	By 10 <sup>th</sup> & 25 <sup>th</sup> of every month	OIC (Est.)
3	Monthly Information of vacant posts	By 5 <sup>th</sup> of every month	OIC (Est.)
4	Quarterly progress report	By 5 <sup>th</sup> of every 3 <sup>rd</sup> month of the quarter	OIC (Est.)
5	Half-yearly statement of absconding officers	By 10 <sup>th</sup> of every December and June	OIC (Estt)
6	Quarterly report of Departmental enquiries against non-gazetted personnel	By 5 <sup>th</sup> of every 3 <sup>rd</sup> month of the quarter	OIC (Estt)





सूचना प्रौद्योगिकी और संचार विभाग

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7	Monthly expenditure report to Plan Department	By 5 <sup>th</sup> of every month	Chief Accounts Officer
8	Quarterly expenditure report to Plan Department	By 10 <sup>th</sup> of every month	Chief Accounts Officer
9	Monthly statement regarding pending Supreme Court and High Court cases	By 5 <sup>th</sup> of every month	ACP (HOO)
10	Quarterly statement regarding pending court cases	By 5 <sup>th</sup> of every 3 <sup>rd</sup> month of the quarter	ACP (HOO)
11	Status of received and pending RTI applications	By 5 <sup>th</sup> of every month	ACP (HOO)
12	Yearly information of: a. Disposals under RTI Act b. Disposal of First Appeals under RTI Act	By 5 <sup>th</sup> of every March	ACP (HOO)
13	Monthly / Quarterly statement regarding fixing responsibility of guilty party, as per guidelines, in case of approvals by FD.	By 5 <sup>th</sup> of every month	ACP (HOO)

Weekly reports / status are to be submitted on every 1<sup>st</sup> working day of the week.

(Sanjay Malhotra)

Secretary & Commissioner, IT&C

### Copy for information and necessary action to:

1. P.S. to Principal Secretary, IT&C
2. Senior P.A. to Secretary & Commissioner, IT&C
3. All concerned

(Deepshikha Saxena)

Analyst-cum-Programmer (M&C)