

**GOVERNMENT OF RAJASTHAN**  
**Department of Information Technology & Communication**

File No.: F2(1454)DOIT/ESTT/13/PT-3/00991/2024

Date: 21.03.2024

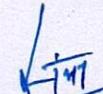
**Office Order**

In continuation of work distribution order no. 00403 dated 16.02.2024 and other departmental orders issued time to time, Standing Operation Procedure (SOPs) to curtail unnecessary steps in file movement and to ensure fast disposal of files related to various projects and other office tasks is issued as under :

" Files to be sent to Chief Secretary / Hon'ble IT Minister / Hon'ble Chief Minister and the files related to Policy formulation, planning and RFPs of projects will be sent through respective Group Heads and shall be initiated by Gazetted officers only ."

All other routine files will be directly sent by respective OICs to higher authorities.

This bears the approval from competent level.

  
(Sanjay Jagdish Karnik)  
Joint Secretary & HOO, DoIT&C

Copy to the following for information and necessary action please:

1. PS to the Chief Secretary, GOR, Secretariat, Jaipur.
2. PS to the Secretary, IT&C and Chairman, RISL.
3. PS to the Commissioner & Special Secretary, IT&C and MD, RISL.
4. Director (Technical), RISL.
5. All concerned Officers/ Officials.
6. OIC Website, IT&C and RISL for upload on respective websites.
7. Guard File.



**Administrative Officer**