

**Government of Rajasthan  
Finance (Financial Rules) Department**

F. No. F.3(2) FD/SPFC/SPPP/SHPP/2024

Dated: 27/5/26

To

**All Head of Departments**

In connection with Circular No. F.3(2)FD/SPFC/SPPP/SHPP/2024 dated 16.03.2026 and 31.03.2026, it is informed that the aforesaid circulars are already available on the website of the Finance Department. The Single Holistic Procurement Portal (SHPP) has already gone live.

All declared Heads of Departments (HoDs) mentioned under Rule 2(xvii), Part-I of GF&AR (Appendix-8) are requested to provide the required information immediately in the prescribed format (Annexure enclosed). In the absence of the required information, it will not be possible to provide support for uploading information on the portal.

The above information is required to facilitate onboarding of all HoDs on the SHPP Portal. After being onboarded as HoD, the concerned authority shall nominate Procuring Entities for uploading procurement-related information on the portal, as required under Section 17 of the Rajasthan Transparency in Public Procurement Act, 2012.

**THIS MAY BE TREATED AS MOST URGENT.**

  
Mahendra Mohan  
Joint Secretary (FR)

Copy to System Analyst, Finance Department to publish this letter on the website.

  
Mahendra Mohan  
Joint Secretary (FR)

# Single Holistic Procurement Portal

Shpp.rajasthan.gov.in

Application For Existing HOD's as per GF&AR (APPENDIX – 8)

1.	Title* Mr./Mrs./Ms./Dr.		
2.	First Name* Middle Name Last Name*		
3.	Designation*		
4.	Email ID* Say .....@rajasthan.gov.in		
5.	Name of Administrative Department*		
6.	Department*		
7.	Office Name*		
8.	Official Address*		
9.	District*	10.City*	
11.	State*	12.Pin Code*	
13.	Phone* +91 .....	STD	No.
14.	Fax +91 .....	STD	No.
15.	Mobile: +91 .....		
16.	User Role	Head of Department (HOD)	
17.	Sr. No. in GF&AR (APPENDIX - 8)		
18.	Addresses of Offices to be mapped	1. .... 2. .... 3. ....	

Signature of Applicant

Name:

Date:

Seal:

## Note\*

1. If you are not existing HOD's as per GF&AR (APPENDIX – 8), please fill this form and apply on email id [shpp.admin@rajasthan.gov.in](mailto:shpp.admin@rajasthan.gov.in)