

Government of Rajasthan
Finance (Financial Rules) Department

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

Dated: 03/07/2026

All Heads of Department

In connection with letter No. F.3(2)FD/SPFC/SPPP/SHPP/2024 dated 27.05.2026 and Circulars F.3(2)FD/SPFC/SPPP/SHPP/2024 dated 16.03.2026, 31.03.2026 and 29.05.2026 . All declared HOD's mentioned in GF&AR (Appendix 8) under Rule 2-xvii part -Ist were requested to provide the required information in the desired format (attached Annexure) within three days.

This is required to facilitate all HoD's to on-boarding on SHPP Portal. In the absence of the same, it will not be possible to access of SHPP Portal for Procurement Process.

After on-boarded as HOD, he shall nominate Procuring Entities for procurement related information to be uploaded on the portal as required under Section 17 of Rajasthan Transparency in Public Procurement Act, 2012.

This may be treated is most urgent.

Enclosed : Annexure.


(Mahendra Mohan)
Joint Secretary
Financial Rules

Copy forwarded for information and necessary action to:

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


Joint Secretary (FR)

Government of Rajasthan
Finance (Financial Rules) Department
Application For 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* (@rajasthan.gov.in)	
5.	HoD's SSO Id	
6.	Employee Id	
7.	Name of Administrative Department*	
8.	Department*	
9.	Sr. No. in GF&AR (APPENDIX - 8)	
10.	User Role	Head of Department (HOD)
11.	Office Name*	
12.	Official Address*	
13.	District*	14. City*
15.	State*	16. Pin Code*
17.	Phone* +91	STD No.
18.	Fax +91	STD No.
19.	Mobile: +91	
20.	Addresses of Offices to be mapped for SHPP for the procurement process.	



Signature of Applicant

Name:

Date:

Seal:

Note*

Sent this on email id **shpp.admin@rajasthan.gov.in**