

F.3(2) F.D./SPFC/SPPP/SHPP/2024

Date: 21-7-2026

समस्त विभागाध्यक्ष,
राजस्थान सरकार।

विषय: सिंगल होलिस्टिक प्रोक्योरमेंट पोर्टल (SHPP) के प्रशिक्षण कार्यक्रम में विभागीय अधिकारियों/कार्मिकों की अनिवार्य सहभागिता एवं मनोनयन के संबंध में।

महोदय/महोदया,

राज्य सरकार द्वारा शासकीय खरीद प्रक्रियाओं को अधिक पारदर्शी, दक्ष एवं डिजिटल बनाने के उद्देश्य से सिंगल होलिस्टिक प्रोक्योरमेंट पोर्टल (SHPP) का क्रियान्वयन किया जा रहा है। पोर्टल के प्रभावी संचालन एवं सफल क्रियान्वयन हेतु विभिन्न विभागों के अधिकारियों एवं कार्मिकों के लिए चरणबद्ध प्रशिक्षण कार्यक्रम आयोजित किया जा रहा है।

प्रशिक्षण कार्यक्रम की विस्तृत तिथि, समय, बैच एवं प्रतिभागियों का विवरण संलग्न परिशिष्ट-1 (Annexure-I) के अनुसार निर्धारित किया गया है।

कृपया परिशिष्ट-1 में उल्लिखित कार्यक्रमानुसार अपने विभाग के उपापन कार्य से संबंधित तीन अधिकारियों/कार्मिकों (लेखा -1/मंत्रालयिक -1/ तकनीकी -1) को नामित कर उन्हें में निर्धारित तिथि एवं समय पर प्रशिक्षण में अनिवार्य रूप से उपस्थित होने हेतु निर्देशित करने का कष्ट करें। साथ ही यह भी सुनिश्चित करें कि नामित अधिकारियों/कार्मिकों को प्रशिक्षण अवधि के दौरान उनके नियमित कार्यों से समय पर कार्यमुक्त (Relieve) किया जाए, जिससे वे प्रशिक्षण में पूर्ण अवधि तक सहभागिता सुनिश्चित कर सकें।

यह प्रशिक्षण अनिवार्य है तथा SHPP के सफल क्रियान्वयन के लिए अत्यंत महत्वपूर्ण है।

उक्त प्रशिक्षण में भाग लेने वाले अधिकारी /कार्मिक अपने अपने विभाग के अधीनस्थ कार्यालयों के उपापन कार्मिकों के प्रशिक्षण हेतु मास्टर ट्रेनर का कार्य करेंगे, जिससे SHPP का प्रभावी एवं समयबद्ध क्रियान्वयन सुनिश्चित किया जा सके।

यह सक्षम स्तर से अनुमोदित है।

Encl.: Annexure-I (Training Schedule)


(महेंद्र मोहन)
संयुक्त शासन सचिव,
वित्तीय नियम

प्रतिलिपी: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. वित्तीय सलाहकार, समस्त विभाग।
2. तकनीकी निदेशक, वित्त विभाग, शासन सचिवालय, जयपुर को साईट पर अपलोड किए जाने हेतु।
3. संयुक्त निदेशक (वित्त और प्रशासन) Public Financial Management & Training Institute, Jaipur प्रशिक्षण की व्यवस्था करने हेतु।
3. प्रोजेक्ट डायरेक्टर, SHPP (E&Y) को प्रशिक्षण की व्यवस्था करने एवं प्रशिक्षण के दौरान उपस्थित रहने हेतु।


(महेन्द्र मोहन)
संयुक्त शासन सचिव

Training of Trainers (ToT) / Master Trainer Program

Training Schedule from 23 July 2026 Onward

Particular	Details
Training Start Date	23 July 2026
Training Days	Thursday to Monday
Jaipur Head Office Departments and Works Departments	Thursday, Friday
Other Head Office Cities	Monday
Participants Required from Each Department	3 officials: Ministerial, Financial and Technical
Proposed Time	09:30 AM to 05:30 PM
Venue	Centre of Excellence for Revenue Research and Analysis (CoERRA), CoERRA Building, Jhalana Doongri, Jaipur

Resource Requirement from Each Department

S. No.	Resource Type	Training Focus Area
1	Ministerial Employee	Departmental processes, file movement, user-level activities and administrative workflow
2	Financial Employee	Financial approvals, budget, sanction, expenditure and payment-related workflow
3	Technical Employee	Portal handling, user support, troubleshooting and technical coordination

Training Schedule Overview

Day	Date	Coverage	Location / Mode
Thursday	23 July 2026	Jaipur Head Office Departments - Batch 1 & Batch 2	Jaipur
Friday	24 July 2026	Jaipur Head Office Departments & Works Departments - Batch 3 & Batch 4	Jaipur

Monday	27 July 2026	Non Jaipur Departments - Batch 5 Medical Education Department and Associated Group of Hospitals Jaipur/ Bikaner/Jodhpur/Udaipur/Ajmer- Batch 6	Jaipur
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Day-wise Department Schedule

Day 1 - Thursday, 23 July 2026

Jaipur Head Office Departments - Batch 1 (Time 09:30 AM to 01:00 PM)

S. No.	Department Name	Head Office City
1	Agriculture Department	Jaipur
2	Agricultural Marketing Department	Jaipur
3	Art & Culture Department	Jaipur
4	Bio-Fuel Authority	Jaipur
5	Chief Electoral Officer Rajasthan	Jaipur
6	Civil Aviation Department	Jaipur
7	Commercial Taxes Department	Jaipur
8	Co-operative Department	Jaipur
9	Department of Administrative Reforms & Coordination	Jaipur
10	Department of Animal Husbandry	Jaipur
11	Department of Archaeology & Museums	Jaipur
12	Department of Consumer Affairs	Jaipur
13	Department of Fisheries	Jaipur
14	Department of Information & Public Relations	Jaipur
15	Department of Language & Library	Jaipur
16	Department of Medical, Health & Family Welfare	Jaipur
17	Department of Mid-Day Meal	Jaipur
18	Department of Minority Affairs & Waqf	Jaipur

19	Department of Pension & Pensioners Welfare	Jaipur
20	Department of Personnel	Jaipur
21	Department of Prosecution	Jaipur
22	Department of Public Grievances	Jaipur
23	Department of Science & Technology	Jaipur
24	Department of Skills, Employment & Entrepreneurship	Jaipur
25	Department of Transportation	Jaipur
26	Department of Treasuries & Accounts	Jaipur

Day 1 - Thursday, 23 July 2026

Jaipur Head Office Departments - Batch 2 (Time 02:00 PM to 05:30 PM)

S. No.	Department Name	Head Office City
1	Department of Women & Child Development	Jaipur
2	Directorate of Economics & Statistics	Jaipur
3	Directorate of Evaluation Organisation	Jaipur
4	Directorate of Specially Abled Persons	Jaipur
5	Disaster Management, Relief & Civil Defence Department	Jaipur
6	DoIT&C Department	Jaipur
7	Electrical Inspectorate Department	Jaipur
8	Employee State Insurance	Jaipur
9	Parliamentary Affairs Department	Jaipur
10	Environment Department	Jaipur
11	Factories & Boilers Inspection Department	Jaipur
12	Finance Department	Jaipur
13	Food & Civil Supplies Department	Jaipur
14	General Administration & Cabinet Secretariat	Jaipur

15	Gopalan Department	Jaipur
16	Home Department	Jaipur
17	Home Guards Department	Jaipur
18	Homeopathic Chikitsa Vibhag	Jaipur
19	Horticulture Department	Jaipur
20	Industries Department	Jaipur
21	Justice Department	Jaipur
22	Labour Department	Jaipur
23	Literacy & Continuing Education	Jaipur
24	Litigation Department	Jaipur
25	Local Fund Audit Department (LFAD)	Jaipur
26	Mobile Surgical Unit	Jaipur

Day 2 - Friday, 24 July 2026

Jaipur Head Office Departments - Batch 3 (Time 09:30 AM to 01:00 PM)

S. No.	Department Name	Head Office City
1.	Rajasthan Legislative Assembly	Jaipur
2.	Energy Department	Jaipur
3.	Petroleum Department	Jaipur
4.	Planning Department	Jaipur
5.	Rajasthan Financial Corporation	Jaipur
6.	Rajasthan Housing Board	Jaipur
7.	Rajasthan Information Commission	Jaipur
8.	Rajasthan Police	Jaipur
9.	Rajasthan Prisons	Jaipur
10.	Rajasthan Staff Selection Board	Jaipur

11.	Rajasthan State Commission for Women	Jaipur
12.	Rajasthan State Legal Services Authority	Jaipur
13.	Rajasthan State Power Finance Corporation Ltd.	Jaipur
14.	Public Works Department (PWD)	Jaipur
15.	Department of Water Resources	Jaipur
16.	Public Health Engineering Department (PHED)	Jaipur
17.	Rural Development & Panchayati Raj Department	Jaipur
18.	Urban Development and Housing (UDH) Department	Jaipur
19.	Local Self Government Department	Jaipur
20.	Command Area Development (CAD), IGNP, Bikaner	Bikaner
21.	Ground Water Department	Jodhpur

Day 2 - Friday, 24 July 2026

Departments Batch 4 (Time 02:00 PM to 05:30 PM)

S. No.	Department Name	Head Office City
1	Public Works Department (PWD)	Jaipur
2	Department of Water Resources	Jaipur
3	Public Health Engineering Department (PHED)	Jaipur
4	Rural Development & Panchayati Raj Department	Jaipur
5	Urban Development and Housing (UDH) Department	Jaipur
6	Local Self Government Department	Jaipur
7	Command Area Development (CAD), IGNP, Bikaner	Bikaner
8	Ground Water Department	Jodhpur

Day 3 - Monday, 27 July 2026**Other Cities – Non-Jaipur Department Batch 5 (Time 09:30 AM to 01:00 PM)**

S. No.	Department Name	Head Office City
1	Ayurveda & Indian Medicine Department	Ajmer
2	Board of Revenue	Ajmer
3	Board of Secondary Education, Rajasthan	Ajmer
4	Board of Technical Education	Jodhpur
5	Colonization Department	Bikaner
8	Rajasthan Public Service Commission	Ajmer
9	Department of Mines & Geology	Udaipur
10	Devasthan Department	Udaipur
11	Higher & Technical Education Department	Jaipur / Jodhpur
12	Rajasthan State Excise Department	Udaipur
13	Medical Education Department	Jaipur
14	Associated Group of Hospitals Jaipur/ Bikaner/Jodhpur/Udaipur/Ajmer/ Kota.	

Daily Training Timings

Time	Session / Activity
09:30 AM - 10:00 AM	Registration
10:00 AM - 01:00 PM	Introduction And Training of SHPP
01:00 PM - 01:30 PM	Refreshment
02:00 PM - 02:30 PM	Registration
02:30 PM - 05:30 PM	Introduction And Training of SHPP
05:30 PM - 06:00 PM	Refreshment

Nomination Format

Departments are requested to submit nominations in the following format:

Department Name	Officer Name	Designation	Role Type	Mobile No.	Email ID
			Ministerial / Financial / Technical		
			Ministerial / Financial / Technical		
			Ministerial / Financial / Technical		

Important Instructions

- Each department shall nominate exactly three officials, one each from Ministerial, Financial and Technical streams.
- Nominated officials shall attend the training as per the scheduled date applicable to their department.
- The nominated officials will act as Master Trainers and provide support within their department after completion of training.
- Any change in nominated participants may be communicated to the SPFC officials in advance.
- The final venue / virtual meeting details may be communicated separately, if required.