

Government of Rajasthan
HCM Rajasthan State Institute of Public Administration
Jawahar Lal Nehru Marg, Jaipur 302017

No: F6(1)(19)/T&P/RIPA/2017-18 7988-8017

Date: 5 June 2018

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OFFICE ORDER

In order to prepare and submit Annual Report to assembly within stipulated time, the following standard operating procedure (SOP) is required to be followed by all faculty members and Officer In-Charge of all the centers.

Standard Operating Procedure for Preparation of Annual Report

| S. No. | Activity | To be Performed by | Completion Date By |
|--------|---|--------------------------------------|--------------------|
| 1. | Issue of Letters to all concerned for providing information required for Annual Report | T & P | 20 Dec |
| 2. | a. Submission of Information by all concerned to T & P b. Publication Officer will also arrange brief of all activities special seminars/ conferences, visit of dignitaries, special campaign (Blood Donation, Swatch Abhiyan), MOU, sports, cultural activities etc.) along with photos | All Concerned Publication Officer | 4 Jan |
| 3. | Compilation of Information and providing relevant documents to respective sections/ centers for verification | T & P | 8 Jan |
| 4. | Providing verified Information by all concerned to T & P | All Concerned | 10 Jan |
| 5. | Providing all complied report in the form of first Draft Report to Publication Cell for Typesetting/ Formatting/ Proof Reading/ Photo Setting | T & P | 13 Jan |
| 6. | Completing Second Draft of the report along with complete material including Photo/ Charts etc. through Printing Press after formatting/ photo setting and submitting to Director General | Publication/ T & P | 17 Jan |
| 7. | Approval of Report by Director General/ Secretary (Training)/ Minister | T & P/ ADG | 21 Jan |
| 8. | Note to Publication for Final Print of 500 Copies and Printing of Annual Report | T & P/ Publication | 22 Jan |
| 9. | Printing of 500 Copies of Annual Report | Publication | 27 Jan |
| 10. | Submission of Copies to Vidhan Sabha and other relevant departments | Publication Officer/T & P | 28 Jan |

