

SOP for Issuance of Work Orders

Selection of Agency :

The process of selection of the resources / empaneled firms will be as under

1. The department of Government of Rajasthan or allied offices under it, Corporation/Board/Society/Independent agency desirous of availing services of the resources will submit the proposal to RISL along with TOR, timeframe and team size. Proposal should be approved from competent authority.
2. The RISL would share the TOR to empaneled firms and call for presentations within a period of seven days. In case of urgent requirements, the presentation can be done in lesser time after circulation of TOR to empaneled agencies.
3. Presentation would be made before the selection committee chaired by Managing Director, RISL consisting of the following officials:
 - a. Director (Technical), RISL
 - b. Director (Finance), RISL
 - c. Project OIC of RISL / DoITC / Representative of the client department
 - d. Project-OIC, Manpower Cell
4. Committee will assess the presentation and make recommendation. Work Order will be given as per the procedure defined in **Annexure-II**.

Selection of resources:

1. Selection committee would recommend the agency and resource based on the presentation made by the empanelled agencies.
2. Subsequently Deployment/Change of resource is defined in **Annexure-III, IV and V**.
3. SLA will be applicable as per **Annexure-VIII**.
4. Leaves will be applicable as per RFP.