Date : CRF-SPPP

National Informatics Centre, Rajasthan
Change Request Form
For
State Public Procurement Portal

Name of the Module	:	

Request Type	Requester	Accepted by NIC
1. Change in Procedure	☐	☐
2. Correction of Errors	☐	☐
3. New addition	☐	☐
4. Removal/Deletion	☐	☐
5. Change in Format	☐	☐
Request Details		

Encl. : Report Format ☐ Input Format ☐ Copies of Screen shots ☐

Details of Officer/official requesting change	
Name :	Designation :
Mobile No. :	e-mail ID :
Location :	Signature :

Recommendation by Nodal Officer of the Department		
Signature of Authorized Signatory	:	
Name of Authorized Signatory	:	
Designation	:	
Department	:	

Approved by Nodal Officer, Department Of Finance, GoR		
Signature of Authorized Signatory	:	
Name and Designation of Authorized Signatory	:	