SECTION A: ADMINISTRATIVE FORMS & SOPs

ANNEXURE A1: TEAM FORMATION & ROLE ASSIGNMENT FORM

SOP-A1: Team Formation Process

Purpose: To formally constitute teams and assign roles for 150-day implementation

Procedure:

1. SP to fill master form within Day 1
2. Team Leaders to validate member details by Day 2
3. HR to update service records by Day 3
4. Digital copy to be maintained in SP Command 150 App

Form Template:

AHILYANAGAR POLICE - TEAM FORMATION FORM
Reference: Future Roadmap Implementation 2025
Date: _____

TEAM DETAILS:
Team Name: [ ] ALPHA - e-Governance [ ] BRAVO - GAD Reforms [ ] CHARLIE - Vision 2047

Team Leader:
Name: _____ Designation: _____
Mobile: _____ Email: _____
Employee ID: _____ Years of Service: _____

Deputy Leader:
Name: _____ Designation: _____
Mobile: _____ Email: _____

Core Members: (Add rows as needed)
1. Name: _____ Designation: _____ Mobile: _____
2. Name: _____ Designation: _____ Mobile: _____
3. Name: _____ Designation: _____ Mobile: _____
4. Name: _____ Designation: _____ Mobile: _____
5. Name: _____ Designation: _____ Mobile: _____

KEY RESPONSIBILITIES:
[ ] Website Development   [ ] GAD Parameter 1-5
[ ] Aaple Sarkar Integration   [ ] Promotion Processing
[ ] E-Office Implementation   [ ] ACR Digitization
[ ] Dashboard Development   [ ] Service Rules Update
[ ] Novel Technology Apps   [ ] Vision 2047 Inputs

AUTHORITY LEVELS:
Financial Powers: Up to ₹_____ Subject to: _____
Decision Making: [ ] Full autonomy [ ] SP approval required
External Coordination: [ ] Authorized [ ] Through proper channel

PERFORMANCE TARGETS:
30-Day Target: _____
60-Day Target: _____
90-Day Target: _____
150-Day Target: _____

ACCOUNTABILITY:
Report Submission: [ ] Daily [ ] Weekly to: _____
Review Meeting: Every _____ at _____ hrs

Approved by: Acknowledged by:

ANNEXURE A2: DAILY PROGRESS REPORT TEMPLATE

SOP-A2: Daily Reporting Protocol

Purpose: Standardized daily progress tracking and issue escalation

Submission Timeline:

- 08:00 hrs: Previous day status
- 14:00 hrs: Midday update
- 18:00 hrs: EOD report
- 22:00 hrs: Next day planning (Team Leaders only)

Form Template:

DAILY PROGRESS REPORT - AHILYANAGAR POLICE
Date: _____ Day: ____/150 Team: _____

SECTION 1: KEY ACHIEVEMENTS (Quantifiable metrics only)
1. _____ [____% Complete]
2. _____ [____% Complete]
3. _____ [____% Complete]

SECTION 2: COMPETITION SCORE UPDATE

Component	Current Score	Change from Yesterday
Website:	____/40	[+/-____]
Aaple Sarkar:	____/60	[+/-____]
E-Office:	____/25	[+/-____]
Dashboard:	____/15	[+/-____]
Novel Tech:	____/60	[+/-____]
TOTAL:	____/200	[+/-____]

SECTION 3: TASKS STATUS
Total Tasks Assigned: ____
Completed Today: ____
In Progress: ____
Delayed: ____
Critical Path Items: ____

SECTION 4: RESOURCE UTILIZATION
Human Resources:
- Team Members Present: ____/____
- External Support Used: [ ] Yes [ ] No Details: _____

Financial:
- Amount Spent Today: ₹_____
- Purpose: _____

Technology:
- Systems Operational: [ ] All [ ] Partial - Issues: _____
- New Implementations: _____

SECTION 5: ISSUES & ESCALATIONS
Priority: [ ] Critical [ ] High [ ] Medium [ ] Low
Issue: _____
Impact: _____
Action Taken: _____
Support Required: _____

SECTION 6: NEXT 24 HOURS PLAN
1. _____

```
2. _____
3. _____


Citizen Interactions Today: _____  Feedback Score: ___/5


Prepared by: _____  Reviewed by: _____
Time: _____ hrs          Time: _____ hrs
```

ANNEXURE A3: MEETING MINUTES TEMPLATE

SOP-A3: Meeting Documentation Protocol

Purpose: Standardized recording of all official meetings

Procedure:

1. Circulate agenda 24 hours before meeting

2. Record attendance digitally

3. Document all decisions and action items

4. Share minutes within 2 hours of meeting end

5. Track action items completion

Form Template:

MEETING MINUTES - AHILYANAGAR POLICE

Meeting Type: [ ] Daily Briefing [ ] Weekly Review [ ] Emergency

Date: _____ Time: Start: _____ End: _____ Duration: _____

Venue: _____ Mode: [ ] Physical [ ] Virtual [ ] Hybrid

ATTENDANCE:

Chairperson: _____

Required Attendees Present: ___/___

Apologies: _____

AGENDA ITEMS DISCUSSED:

1. Item: _____

   Discussion: _____

   Decision: _____

   Action: _____ Owner: _____ Due: _____

2. Item: _____

   Discussion: _____

   Decision: _____

   Action: _____ Owner: _____ Due: _____

3. Item: _____

   Discussion: _____

   Decision: _____

   Action: _____ Owner: _____ Due: _____

KEY DECISIONS SUMMARY:

1. _____

2. _____

3. _____

ACTION ITEMS REGISTER:

S.No	Action Item	Responsible	Deadline	Priority	Status
1.					
2.					
3.					

BUDGET DECISIONS:

Approvals: _____

Deferrals: _____

NEXT MEETING:

Date: _____ Time: _____ Agenda Items: _____

ANNEXURE A4: TASK ASSIGNMENT & TRACKING FORM

SOP-A4: Task Management Protocol

Purpose: Systematic task assignment and progress tracking

Procedure:

1. All tasks must be documented using this form

2. Priority classification is mandatory

3. Dependencies must be identified upfront

4. Progress updates required every 48 hours

5. Completion requires sign-off from assigner

Form Template:

TASK ASSIGNMENT FORM - AHILYANAGAR POLICE
Task ID: FRM-2025-_____ Date Created: _____

TASK DETAILS:
Task Title: _____
Description: _____
_____
_____

Competition Component: [ ] Website [ ] Aaple Sarkar [ ] E-Office
                       [ ] Dashboard [ ] Novel Tech [ ] GAD Reform

Priority: [ ] Critical (24hr) [ ] High (48hr) [ ] Medium (7days) [ ] Low

ASSIGNMENT:
Assigned To: _____ Team: _____
Assigned By: _____ Authority: _____
Start Date: _____ Due Date: _____

DEPENDENCIES:
Depends on Task IDs: _____
Resources Required: _____
Budget Allocated: ₹_____ Approval Status: _____

DELIVERABLES:
1. _____
2. _____
3. _____

SUCCESS CRITERIA:
[ ] Deliverable meets specifications
[ ] Completed within timeline
[ ] Budget adherence
[ ] Quality parameters met
[ ] Stakeholder acceptance

PROGRESS TRACKING:

Date	% Complete	Status	Comments	Updated By

COMPLETION DETAILS:
Actual Completion Date: _____
Delays (if any): _____ Reason: _____

```
Final Deliverable Location: _____
Lessons Learned: _____


Sign-offs:
Task Owner: _____  Date: _____
Team Leader: _____  Date: _____
SP (if Critical): _____  Date: _____
```

ANNEXURE A5: RISK ASSESSMENT & MITIGATION FORM

SOP-A5: Risk Management Protocol

Purpose: Proactive identification and management of implementation risks

Procedure:

1. Weekly risk assessment by each team

2. Probability and impact scoring mandatory

3. Mitigation plans for all High/Critical risks

4. Monthly review by SP

5. Update risk register in app

Form Template:

RISK ASSESSMENT FORM - AHILYANAGAR POLICE
Assessment Date: _____ Assessor: _____ Team: _____

RISK IDENTIFICATION:
Risk ID: RISK-2025-_____
Risk Title: _____
Category: [ ] Technical [ ] Financial [ ] Organizational [ ] External

RISK DESCRIPTION:
Details: _____

_____
Trigger Events: _____
Affected Components: _____

RISK ANALYSIS:
Probability: [ ] Very High (80%+) [ ] High (60-79%) [ ] Medium (40-59%)
            [ ] Low (20-39%) [ ] Very Low (<20%)

Impact: [ ] Critical (Project Failure) [ ] High (Major Delays)
        [ ] Medium (Manageable Delays) [ ] Low (Minor Issues)

Risk Score: Probability x Impact = _____
Risk Level: [ ] Critical [ ] High [ ] Medium [ ] Low

CURRENT CONTROLS:
Existing Measures: _____
Effectiveness: [ ] Excellent [ ] Good [ ] Fair [ ] Poor

MITIGATION STRATEGY:
Primary Strategy: [ ] Avoid [ ] Reduce [ ] Transfer [ ] Accept

Mitigation Actions:
1. Action: _____ Owner: _____ Due: _____
2. Action: _____ Owner: _____ Due: _____
3. Action: _____ Owner: _____ Due: _____

Contingency Plan:
If risk materializes: _____
Emergency Contact: _____ Escalation: _____

MONITORING:
Review Frequency: [ ] Daily [ ] Weekly [ ] Fortnightly
Key Indicators: _____
Threshold for Escalation: _____

COST-BENEFIT ANALYSIS:

```
Mitigation Cost: ₹_____  Potential Loss if Unmitigated: ₹_____
ROI of Mitigation: _____%


APPROVALS:
Risk Owner: _____  Signature: _____  Date: _____
Team Leader: _____  Signature: _____  Date: _____
SP Review: _____  Signature: _____  Date: _____


REVIEW HISTORY:
Date      | Status | Risk Score | Actions Taken | Reviewed By
--------- |--------|------------|---------------|-------------
          |        |            |               |
          |        |            |               |
```

KEY SOPs FOR SECTION A

SOP-A-001: Document Control

1. All forms must have unique reference numbers

2. Digital copies mandatory - physical only for signatures

3. Version control with date stamps

4. Access control based on role hierarchy

5. Retention period: 3 years minimum

SOP-A-002: Escalation Matrix

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Level 1 (Team Member): Immediate supervisor
Level 2 (Team Leader): DySP
Level 3 (DySP): SP
Level 4 (SP): DGP Office
Emergency: Direct to SP (bypass hierarchy)
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SOP-A-003: Communication Protocol

- Critical: Phone call + SMS + App notification

- High: App notification + Email

- Medium: App notification

- Low: Next meeting agenda

- Emergency: All channels simultaneously

SOP-A-004: Review Cycle

- Daily: 18:00 hrs - Team internal review

- Weekly: Monday 09:00 hrs - All teams with SP

- Fortnightly: Progress vs targets analysis

- Monthly: Comprehensive review with course correction

- Emergency: As required with 2-hour notice