



DAK

RAJKAJ

INTEGRATED RAJ E-OFFICE PROJECT



DOIT&C, GOVT. OF RAJASTHAN



राजकाज सॉफ्टवेयर

अनेक सुविधाओं का एकीकृत माध्यम



कार्मिक और कार्यालय प्रबंधन

राज्य सरकार के समस्त कार्यालयों एवं राजकार्मिकों के ऑनलाइन प्रबंधन की है सुविधा

फाइल ट्रेकिंग मैनेजमेंट सिस्टम

राज्य के समस्त विभागों में 26 जनवरी, 2021 से पत्रावलियों के मूवमेंट की ट्रेकिंग हुई ऑनलाइन

ई-फाइल

पत्रावली में कार्यालय टिप्पणी से लेकर अनुमोदन की प्रक्रिया हुई पेपरलेस

डाक

डाक के इन्द्राज एवं मूवमेंट की ट्रेकिंग हुई ऑनलाइन

राजकीय आवास आवंटन

राजकार्मिकों हेतु 1 जुलाई, 2021 से ऑनलाइन ही राजकीय आवास हेतु आवेदन की सुविधा

वार्षिक कार्य मूल्यांकन प्रतिवेदन

राजकार्मिकों के वार्षिक कार्य मूल्यांकन प्रतिवेदन की सम्पूर्ण प्रक्रिया है ऑनलाइन

अचल संपत्ति विवरण

राजपत्रित हेतु वर्ष 2018 एवं अराजपत्रित हेतु वर्ष 2021 से ऑनलाइन ही अचल संपत्ति विवरण भरने की सुविधा

अवकाश प्रबंधन

राजकार्मिकों हेतु सभी प्रकार के अवकाश के ऑनलाइन आवेदन से अनुमोदन की सुविधा

स्टोर मैनेजमेंट

स्टोर शाखा से सम्बंधित सम्पूर्ण प्रक्रिया है ऑनलाइन

अनापत्ति प्रमाण पत्र

राजकार्मिकों हेतु सभी प्रकार के अनापत्ति प्रमाण पत्र के ऑनलाइन आवेदन से अनुमोदन की सुविधा



* RAJKAJ WEBSITE*



राज काज



राजकाज के "File Tracking Management System (FTMS)" मॉड्यूल के माध्यम से पत्रावलियों के मूवमेंट की ट्रैकिंग हुई ऑनलाइन।

- ▶ विभागों में पत्रावलियों के मूवमेंट की ट्रैकिंग राजकाज के (FTMS) मॉड्यूल के माध्यम से हुई आसान।
- ▶ राज्य सरकार के लगभग 90 से अधिक विभागों में किया जा रहा है उपयोग।
- ▶ राज्य सरकार के विभागीय कार्यों में आ रही है पारदर्शिता।

@doitcrasthan @doitcrj @DoITCRaj doits.rajasthan.gov.in

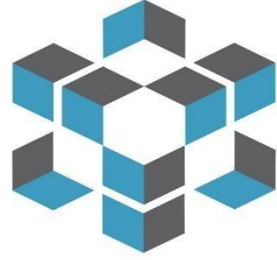
- 31.08.2022 - Circular regarding extension, filling up PAR online on Raj-Kaj software for All State Government Officers/Employees
- 26.05.2022 - ऑनलाईन कार्य मूल्यांकन प्रतिवेदन (APAR) भरने/पूर्ति करने में आ रही तकनीकी समस्याओं के निवारण के संबंध में दिशा-निर्देश
- 22.04.2022 - Circular regarding directions to Auto Forwarding of APARs dated 22-04-2022
- 30.03.2022 - Circular regarding filling up PAR online on Raj-Kaj software for All State Government Officers/Employees
- 18.02.2022 - GAD Circular, Online process implementation for allotment of government accommodation.
- 07.01.2022 - Office Order for implementation of NOC module of RajKaj for all DoIT&C employees.
- 05.01.2022 - Letter regarding implementation of Leave Module of RajKaj in all district collectorate

IPR STATISTICS 2022 (Last Updated : 55 mins ago)

Gazetted	Non Gazetted	Total
102,337	544,115	646,452

PAR STATISTICS 2022 (As on 07-Dec-2022 07:59AM)

Total Employees	Employees Initiated	PAR
917,955	270,555	314,596



राज-काज

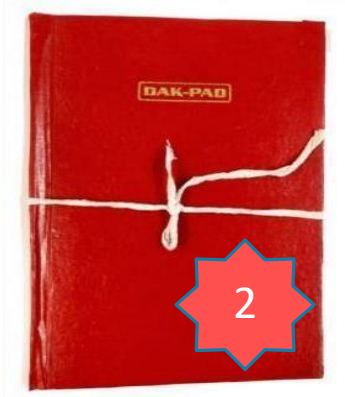
RAJKAJ- Integrated Raj e-Office
Solution

DAK/RECEIPT MANAGEMENT

DAK Inward Process (Manual)



1. Receipt of Letter from Various Sources



3. Perusal of Letters by Authority & Marking it to the Concerns

2. Compilation of all Daks by Receipt Section

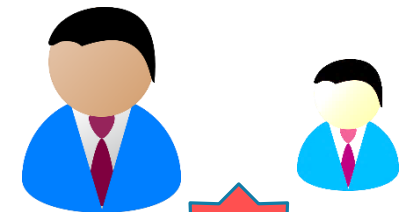
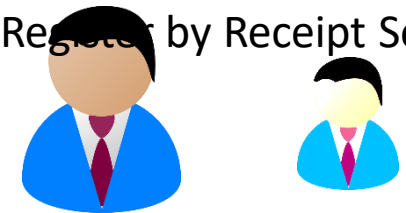
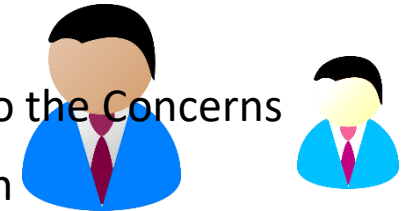
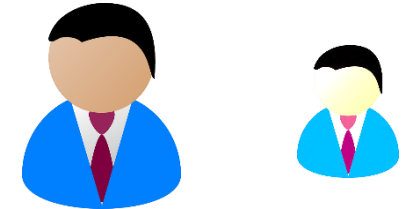
4. Inward Entry of Receipt/Daks in the Dak Register by Receipt Section



Receipt Register of Receipt Section



5. Handing Over the Letters to Concerned Officers for further action



* Receipt/Dak Inward*

Type 3 or more characters

- Dashboard
- Inbox
- Outbox
- Employee Corner
- Application Corner
- Utilities
- Knowledge Bank
- Manage Hierarchy
- File Manager Report
- Create File
- Awaited/Parked(E-File)
- Disposed(E-File)
- Initiate Dak
- Outward
- Help
- Inward
- View Attachment
- Document Detail
- Support Request
- Management Info. System
- Admin Corner

Initiate Dak

Fields marked with "*" are mandatory. Fields marked with "*" means either of them is mandatory

Sender Details (Click here to Expand/Collapse)

Inward Type * Quick Inward Detail Inward Confidential

Post * System Analyst (Joint Direc ▼)

Department * UID,DoIT&C

Sender Type Citizen ▼

Sender Name * Designation *

Reference Number

Reference Date Diary Date

Description (Letter Subject) (Max 2000 Characters) *

Address To (Click here to Expand/Collapse)

Address To <input type="text"/>	Mark To <input type="text"/>
---------------------------------	------------------------------

Reference Dak

Reference Dak Yes No

Attachment(s)

[Attach File\(s\)](#) [Max: 50 MB] [Allowed Type: .PDF]

Multi-Party Dak Yes No

Save Save & New Cancel Reset Send Send & New

*DAK Access though Dashboard / Menu-Link *

Super Admin Mr. Vijay Prakash

My Dashboard Organization Structure Establishment-Admin Dashboard IPR Dashboard Department Wise IPR IPR Summary Post & Employee Status Transactions

भरने के लिए SSO में नई टाइल RAJKAJ IPR का चयन करें।

6 e-File 2 Phy-File 8 Dak 0 Leave 0 PAR 0 NOC 0 Store 0 Accomodation

My Worklist

My Leave Requests My NOC Requests My Store Requests

My Accomodation Requests My IPR

Dashboard
Inbox
E-File
File Tracking
Dak(s)
Leave
PAR
NOC
Communique
Accommodation
Transfer
Store
Telephone
EIS
Training
Delegated Worklist
Pull File
Outbox
Employee Corner
Application Corner
Utilities
Support Request
Management Info. System
Admin Corner

* Inbox View of DAK *

Type 3 or more characters

- Dashboard
- Inbox**
- E-File
- File Tracking
- Dak(s)**
- Leave
- PAR
- NOC
- Communique
- Accommodation
- Transfer
- Store
- Telephone
- EIS
- Training
- Delegated Worklist
- Pull File
- Outbox
- Employee Corner
- Application Corner
- Utilities
- Support Request
- Management Info. System
- Admin Corner

Received | **Await Daks** | Disposed Daks

Initiate Dak Create File Send To ▾ Preferred List Add To File

Worklist > Inbox > Daks

Export to: Excel 25 ▾

Search records where

<input type="checkbox"/>	Dak No.	File Description	From Department	From	Received Date	Read On
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/1045035	Regarding - E-File System - Govt of Raj PWD Dept Nisha Meena JS 29 11 2022 - SA Vijay P.	BSDC, DOIT&C, Jaipur,DoIT&C	Mr. SURESH KUMAWAT (Informatics Assistant)	26-Dec-2022 03:32 PM	26 Dec 2022 03:32 PM
<input type="checkbox"/>	DoIT&C/2022/1044951	Regarding- With respect of directions provided in meeting held under Chairmanship (SA Vijay)	DoIT&C	Mr. KRISHAN LAL MEENA (Junior Assistant)	02-Dec-2022 05:15 PM	-
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/1044651	Regarding - raj kaj Application realted - Tata Vineet Tulsyan Manager 29 11 2022 TD SP/ SA Vijay Pra...	BSDC, DOIT&C, Jaipur,DoIT&C	Mr. SURESH KUMAWAT (Informatics Assistant)	02-Dec-2022 03:55 PM	-
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/1043165	Regarding - Office Order e-file (RAj kaj) working related - sa vijay prakash In 40750 pushpa...	BSDC, DOIT&C, Jaipur,DoIT&C	Mr. SURESH KUMAWAT (Informatics Assistant)	30-Nov-2022 12:25 PM	-
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/1027853	Regarding - CHMS Portal - Govt of Raj GAD Group 5 Dept Dr Har Shay Meena JS 06 10 2022 TD Akhi...	BSDC, DOIT&C, Jaipur,DoIT&C	Mr. SURESH KUMAWAT (Informatics Assistant)	03-Nov-2022 04:44 PM	17 Nov 2022 04:36 PM
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/1004263	Regarding - CMO - Mandor Luni Pholdi etc RKCL Center Permission related -Govt of Raj CMO LN 4900 OSD...	BSDC, DOIT&C, Jaipur,DoIT&C	Mr. SURESH KUMAWAT (Informatics Assistant)	07-Oct-2022 12:43 PM	17 Oct 2022 12:51 PM
<input type="checkbox"/>	DoIT & C/2020/621990	Regarding - Nomination of Non-State Civil Service Officer for their induction in Indian Administrati...	BSDC, DOIT&C, Jaipur,DoIT&C	Mr. SURESH KUMAWAT (Informatics Assistant)	07-Oct-2022 12:43 PM	17 Oct 2022 12:50 PM
<input type="checkbox"/>	DoIT & C/2020/612785	Regarding - GIMS, NIC , Meity, MHA , MEA CBI,NATGIRD POC GIMS (SA Coord.) Gajendra sing...	BSDC, DOIT&C, Jaipur,DoIT&C	Mr. SURESH KUMAWAT (Informatics Assistant)	07-Oct-2022 12:43 PM	17 Nov 2022 04:36 PM

1 / 1

[1 - 8 / 8]

Legends ■ Previously Seen Dak ■ New ■ Other


* DAK View *

NOTING

Dak Details

Attachment Summary

ATTACHMENT(S)

Dak No.	BSDC, DOIT&C, Jaipur/2022/1045035	Initiator	Mr. SURESH KUMAWAT (Informatics Assistant, Bhamashah Data Center, DOIT&C,Jaipur)
Status	Open	Other	PWD jaipur
Sender Type	Other	Designation	JS to Govt
Sender Name	Nisha Meena	Address	
Received Mode		Reference Number	
District		Reference Date	29 Nov 2022
Reference Type			
Reference Category			
Description (Letter Subject) (Max 2000 Characters)	Regarding - E-File System - Govt of Raj PWD Dept Nisha Meena JS 29-11-2022 - SA Vijay P.		
Priority	Routine	Confidentiality	Confidential
Received Date	02-Dec-2022	Diary Date	02-Dec-2022
Address To	-	Mark To	-
Reference Dak	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Enclosure			
Comment By	-		
Comment	-		
Multi Party Dak	No	Barcode	

Govt of Raj PWD Dept Nisha Mee... 1 / 1 72%

1

SA (Vijay P.)
02/12/2022

स्मरण पत्र-1

राजस्थान सरकार
सार्वजनिक निर्माण विभाग

विषय:- ई-फाइल सिस्टम के क्रियान्वयन हेतु प्रशिक्षण करवाने के संबंध में।
संदर्भ:- इस विभाग का समसंख्यक पत्र दिनांक 18.11.2022।

उपरोक्त विषयान्तर्गत संदर्भित पत्र के क्रम में निवेदन है कि विभाग में ई-फाइल प्रणाली के सफल क्रियान्वयन हेतु सार्वजनिक निर्माण विभाग, मुख्यालय, जयपुर के अधिकारियों एवं कर्मचारियों को प्रशिक्षण दिए जाने हेतु प्रशिक्षण कार्यक्रम की तिथि एवं समय निर्धारित करवाने हेतु लिखा गया था किन्तु उक्त प्रशिक्षण कार्यक्रम आदिनांक आयोजित नहीं करवाया गया है।

अतः उक्त प्रकरण में पुनः निवेदन है कि सार्वजनिक निर्माण विभाग, मुख्यालय, जयपुर के अधिकारियों एवं कर्मचारियों को प्रशिक्षण दिए जाने हेतु प्रशिक्षण कार्यक्रम की तिथि एवं समय निर्धारित करवाने हेतु संबंधित को निर्देशित करने का श्रम करावे।

- sd -
(निशा मीना)
संयुक्त शासन सचिव

संयुक्त शासन सचिव,
कार्मिक (क-1) विभाग,
शासन सचिवालय, जयपुर
अ.शा.टीप क्रमांक:- प.14(05)सानि / 2022 / पार्ट-1

* Menu Items*

Dak Details - [Dak No.: BSDC, DOIT&C, Jaipur/2022/1045035] [Subject: Dak Specific Process]

Save Create File Actions ▾ Forward Return **Send To ▾** Add To File Pendency Close

NOTING

Dak Details

Dak No.	BSDC, DOIT&C, Jaipur/2022/1045035	Initiator	(informatics Assistant, Bhamashah Data Center, DOIT&C,Jaipur)
Status	Open		
Sender Type	Other	Other	PWD jaipur

ATTACHMENT(S)

Govt of Raj PWD Dept Nisha Mee... 1 / 1 | - 72% + | [Zoom In] [Zoom Out] [Print] [More]

* Insertion of Noting *

Save Create File Actions Forward Return Send To Add To File Pendency Close

NOTING

Noting

All Notings

All Notings History

Notes by Mr. SURESH KUMAWAT (Infor
Para 2 on 02 Dec 2022 15:55:08

Noting

Test Noting

Subject: Dak Specific Process,
File Description: Regarding- RAJKAJ Application and maintenance (TD SP)

All Notings History

Dak No.: DoIT&C/2022/1004113

Total Records : 3 Rows Per Page 20

NOTINGS	
<input type="checkbox"/>	Page 3 Pls put on file Mr. Vijay Prakash (System Analyst (Joint Director), UID),20 Sep 2022 16:47:26
<input type="checkbox"/>	Page 2 Please put the matter on file Mr. Sushil Parihar (Technical Director, Technical),19 Sep 2022 11:09:54
<input type="checkbox"/>	Page 1 Mr. KRISHAN MEENA (Junior Assistant, Department of Information Technology and Communication),15 Sep 2022 11:16:22

Print Export To : Excel PDF

Date:19 Dec 2022 11:41:33

*Generated by Raj Kaj

Close

Notes Attachment

* DAK Details *

Save Create File Actions Forward Return Send To Add To File Pendency Close

NOTING

Dak Details

Attachment Summary

Export to: Excel


Action From	Action	Action To	Action Date
Mr. SURESH KUMAWAT (Informatics Assistant)	Dak has been sent successfully	Mr. Vijay Prakash (System Analyst (Joint Director))	02 Dec 2022
Mr. SURESH KUMAWAT (Informatics Assistant)	Attachment has been added to Dak		02 Dec 2022
Mr. SURESH KUMAWAT (Informatics Assistant)	Dak is Created	Mr. SURESH KUMAWAT (Informatics Assistant)	02 Dec 2022

1 / 1 [1 - 3 / 3]

Dak No.	BSDC, DOIT&C, Jaipur/2022/1045035	Initiator	Mr. SURESH KUMAWAT (Informatics Assistant, Bhamashah Data Center, DOIT&C,Jaipur)
Status	Open	Other	PWD jaipur
Sender Type	Other	Designation	JS to Govt
Sender Name	Nisha Meena	Received Mode	
District		Address	
Reference Type		Reference Number	
Reference Category		Reference Date	29 Nov 2022
Description (Letter Subject) (Max 2000 Characters)	Regarding - E-File System - Govt of Raj PWD Dept Nisha Meena JS 20.11.2022 - SA Vijay P		
Priority	Routine	Confidentiality	Confidential
Received Date	02-Dec-2022	Diary Date	02-Dec-2022
Address to	-	Mark to	-
Reference Dak	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Enclosure			
Comment By	-		
Comment	-		
Multi Party Dak	No	Barcode	

*** Return and Send a DAK ***

Dak Details - [Dak No.: BSDC, DOIT&C, Jaipur/2022/1045035] [Subject: Dak Specific Process]

- Save
- Create File
- Actions 
- Forward
- Return
- Send To 
- Add To File
- Pendency
- Close

NOTING

- Within Hierarchy
- Send To Anyone
- Send To Many
- Send To CMO
- Send To Department

* DAK > Send TO > Send to Anyone*

Employee Search

My Preferred List | My Office/Section | My Department | **All**

Note: Please select any one filter and click on search to filter the results

Employee Name:

Post Designation:

Posted on Multiple Post:

Service Type:

Appointing Department:

Employee Id:

Posted Department/Office:

SSO ID:

Mobile No.:

[Minimize](#)

Search **Reset**

Total Employees: 2 Rows Per Page: 25

	Employee Id	Employee Name	Post Designation	Posted Office/Department	Posted Section
<input type="radio"/>	RJJP201319031353	Mr. Ashish Gupta	Commissioner	Department of Information Technology and Communication,Jaipur	-
<input type="radio"/>	RJJP201319031353	Mr. Ashish Gupta	Managing Director	Rajcomp Info services Limited,Jaipur	-

1 / 1 [1 - 2 / 2]

Proceed **Add to Preferred List** **Close**

* DAK Movement *

Attachment

Summary


Export to:  Excel

Action From	Action	Action To	Action Date
Mr. Vijay Prakash (System Analyst (Joint Director))	Noting has been changed		19 Dec 2022
Mr. SURESH KUMAWAT (Informatics Assistant)	Dak has been sent successfully	Mr. Vijay Prakash (System Analyst (Joint Director))	02 Dec 2022
Mr. SURESH KUMAWAT (Informatics Assistant)	Attachment has been added to Dak		02 Dec 2022
Mr. SURESH KUMAWAT (Informatics Assistant)	Dak is Created	Mr. SURESH KUMAWAT (Informatics Assistant)	02 Dec 2022

◀ ◁ | 1 / 1 | ▷ ▶

[1 - 4 / 4]

* Outbox of DAK *



Department of Information Technology and Communication

Mr. Vijay Prakash

Home | Notifications | Search | Settings | Help

Type 3 or more characters

Recall
Worklist > Outbox > Sent Daks

Export to: Excel 25

Search records where At least one field Contains

	Dak No.	File Description	Department	Sent Date	Currently with
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/1045035	Regarding - E-File System - Govt of Raj PWD Dept Nisha Meena JS 29 11 2022 - SA Vijay P.	BSDC, DOIT&C, Jaipur,DoIT&C	26-Dec-2022 03:31 PM	Mr. Vijay Prakash (System Analyst (Joint Director))
<input type="checkbox"/>	DoIT&C/2022/1004113	Regarding- RAJKAJ Application and maintenance (TD SP)	Technical,DoIT&C	20-Sep-2022 04:47 PM	Mr. Atul Mohan Chaturvedi (Programmer)
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/994317	Regarding - DBT Related - Govt of Raj Plannig Dept JS 16 08 2022 - OIC DBT TD RLS	Technical,DoIT&C	02-Sep-2022 05:28 PM	Mr. Sushil Parihar (Technical Director)
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/987469	Regarding - RTI 2005 information Kailash Chadra mittal related - SA Vijay Prakash - Raj kaj	DoIT&C	03-Aug-2022 11:25 AM	Mr. Kailash Chandra Sharma (System Analyst (Joint Director))
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/976434	Regarding - Dreams Web portal related - OIC Dreams portal - Office ADG Police LN 11430 Preeti Chandr...	DoIT&C	28-Jul-2022 01:33 PM	Mr. Ashutosh M. Deshpande (Technical Director)
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/969349	Regarding - Dreams web portal related - Office ADG Police Rajasthan LN 10592 DY SP 20 06 2022 - TD R...	DoIT&C	28-Jul-2022 01:31 PM	Mr. Ashutosh M. Deshpande (Technical Director)
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/984373	Regarding - Meeting notice - Jankalyan Portal 27 7 22 - Govt of Raj Rural Dept and Panchayati Raj De...	BSDC, DOIT&C, Jaipur,DoIT&C	27-Jul-2022 02:21 PM	Mr. Rajesh Saini (General Manager Technical)
<input type="checkbox"/>	RISL/2022/983809	SUBMISSION ORGINAL INVOICE REGARDING OEM CERTIFIED MANPOWER SERVICES ON AXPERT PLATFORM FOR APPLIACT...	Tech,RISL	25-Jul-2022 01:35 PM	Mr. DILIP KUMAR GOYAL (Assistant Programmer)
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/980873	Regarding - Ino 2301 -Child emp dept jaipur -Anuperna Singh kuntal Comossiner and js -raj kaj appli...	DoIT&C	18-Jul-2022 02:55 PM	Mr. Suneel Chhabra (Technical Director and Joint Secretary)
<input type="checkbox"/>	BSDC_DOIT&C_Jaipur/2022/958395	Regarding - Office Order - Ashok kumar vyas nodal officer related - Govt of Raj Office JD Bikaner LN...	DoIT&C	28-May-2022 04:52 PM	Mr. RAJESH BHATIA (Additional Director)
<input type="checkbox"/>	DoIT & C/2021/738480	Regarding - BAR Code System dt. 05.02.2021 at 11.30 AM Medical dept. Jaipur (AD RCS)	Technical,DoIT&C	12-May-2022 04:54 PM	Mr. Atul Mohan Chaturvedi (Programmer)
<input type="checkbox"/>	DoIT & C/2020/545233	Regarding - Rajasthan Sampark Helpline on receive Case , Ramchandra Kumawat ,dev gav m jhunujhunu (...	Technical,DoIT&C	12-May-2022 04:54 PM	Mr. Atul Mohan Chaturvedi (Programmer)
<input type="checkbox"/>	DoIT & C/2021/710000	Regarding Transfer/posting, deputation of IA and AP -	Technical,DoIT&C	12-May-2022	Mr. Atul Mohan Chaturvedi

- Dashboard
- Inbox
- Outbox
- E-File
- File Tracking
- Sent Daks**
- Leave
- PAR
- NOC
- Accommodation
- Transfer
- Store
- Telephone
- EIS
- Training
- Delegated Worklist
- Employee Corner
- Application Corner
- Utilities
- Support Request
- Management Info. System
- Admin Corner

RAJKAJ
INTEGRATED RAJ E-OFFICE PROJECT



DOIT&C, GOVT. OF RAJASTHAN

Thank You!

A row of seven colored dots in red, orange, yellow, green, blue, and purple, positioned below the "Thank You!" text.