Department of Information Technology & Communication

RISL

राज-काज

RAJKAJ- Integrated Raj e-Office Solution

E-FILE

ELECTRONIC FILE SYSTEM

RAJKAJ PUBLIC PORTAL

rajkaj.rajasthan.gov.in

Government of Rajasthan

DoIT.C
Department of Information Technology & Communication, Rajasthan

राज काज

Sh. BhajanLal Sharma
Chief Minister, Rajasthan

Col. Rajyavardhan Rathore
Minister, IT&C

Home | Circulars | Knowledge Bank | SOP | Utilities | Reports | Nodals | Gallery | Release Notes | FAQ | About Us | Contact Us | Go To Rajkaj

- 01.06.2023 - कार्यालयों में पत्रावलियों का परीक्षण कर रिकॉर्ड किया जाकर अलमारियों में सुव्यवस्थित रूप से रखे जाने एवं अवस्थित समस्त अवांछित/ अनुपयोगी मद का नियमानुसार निस्तारण करवाने के संबंध में।
- 31.05.2023 - Circular regarding date extension of online submission of PAR for Government Employees
- 27.03.2023 - Circular regarding disposal of old files in record room
- 16.02.2023 - Handling of Daks in Electronic office
- 09.02.2023 - Circular regarding Legacy data uploading in e-File
- 25.01.2023 - Circular regarding implementation of e-file
- 31-12-2022 - Circular regarding On-Line Submission of Immovable Property Return for All State Employees
- 27.12.2022 - CS circular by AR Department for eFile implementation

IPR STATISTICS 2024 (Last Updated : 21 mins ago)

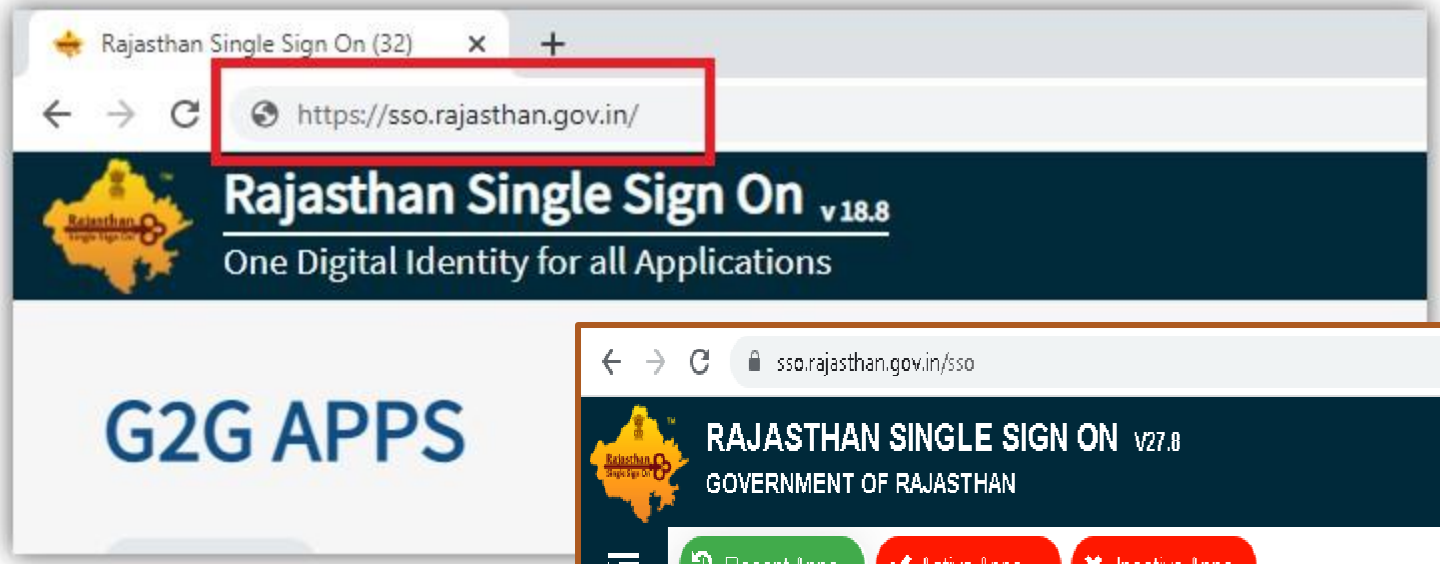
Gazzeted	Non Gazetted	Total
111,223	604,830	716,053

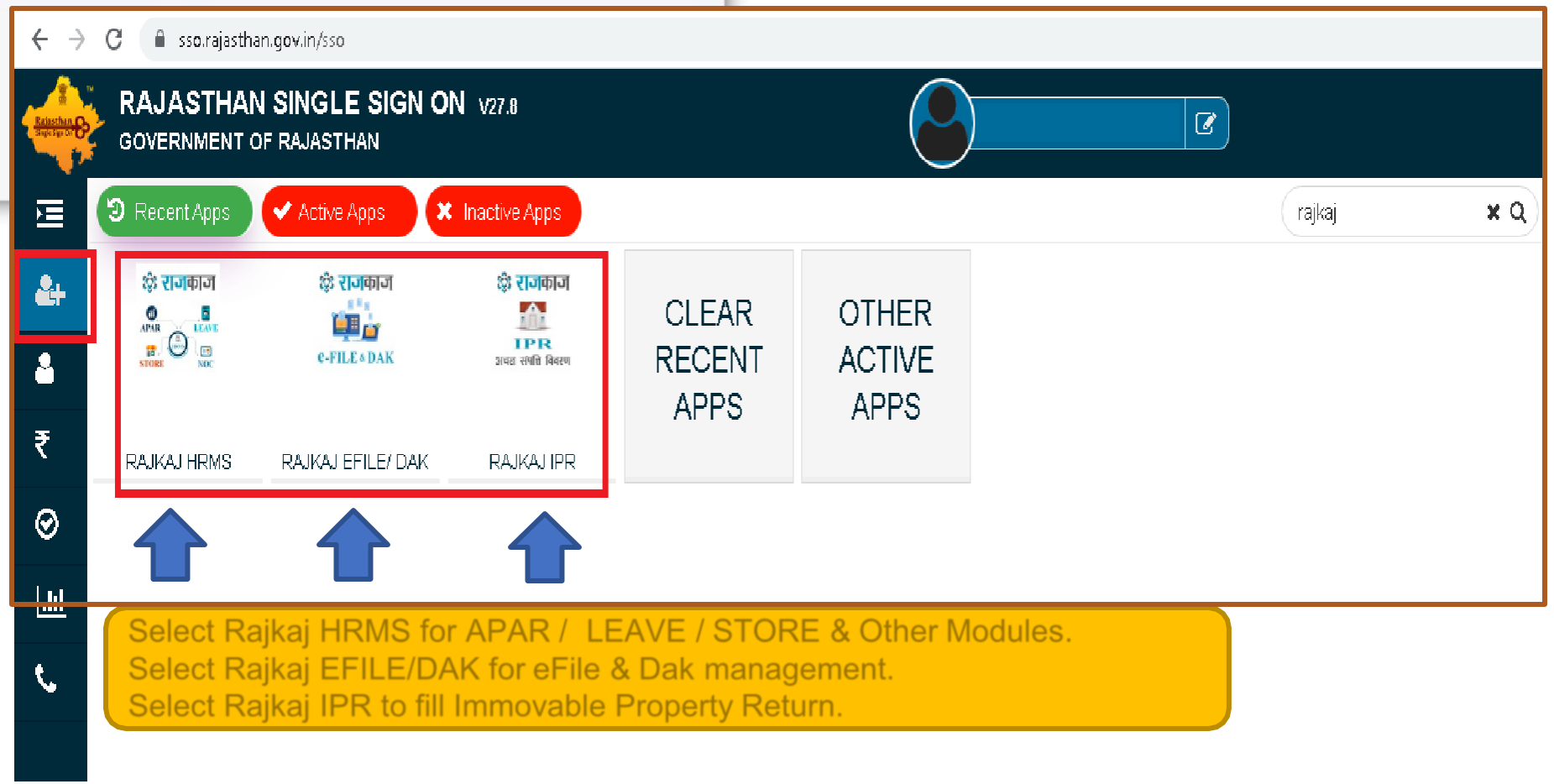
PAR STATISTICS 2023 (Last Updated : 28 mins ago)

Total Employees	Total PAR
961,345	289,189

435	52,449	133,462	827,857	1,421,660	968	26,310
ORGANIZATIONS	OFFICES	GAZETTED EMPLOYEES	NON GAZETTED EMPLOYEES	LEAVE APPLICATION	CABINET AGENDA	NO OBJECTION CERTIFICATE

LOGIN THROUGH SSO

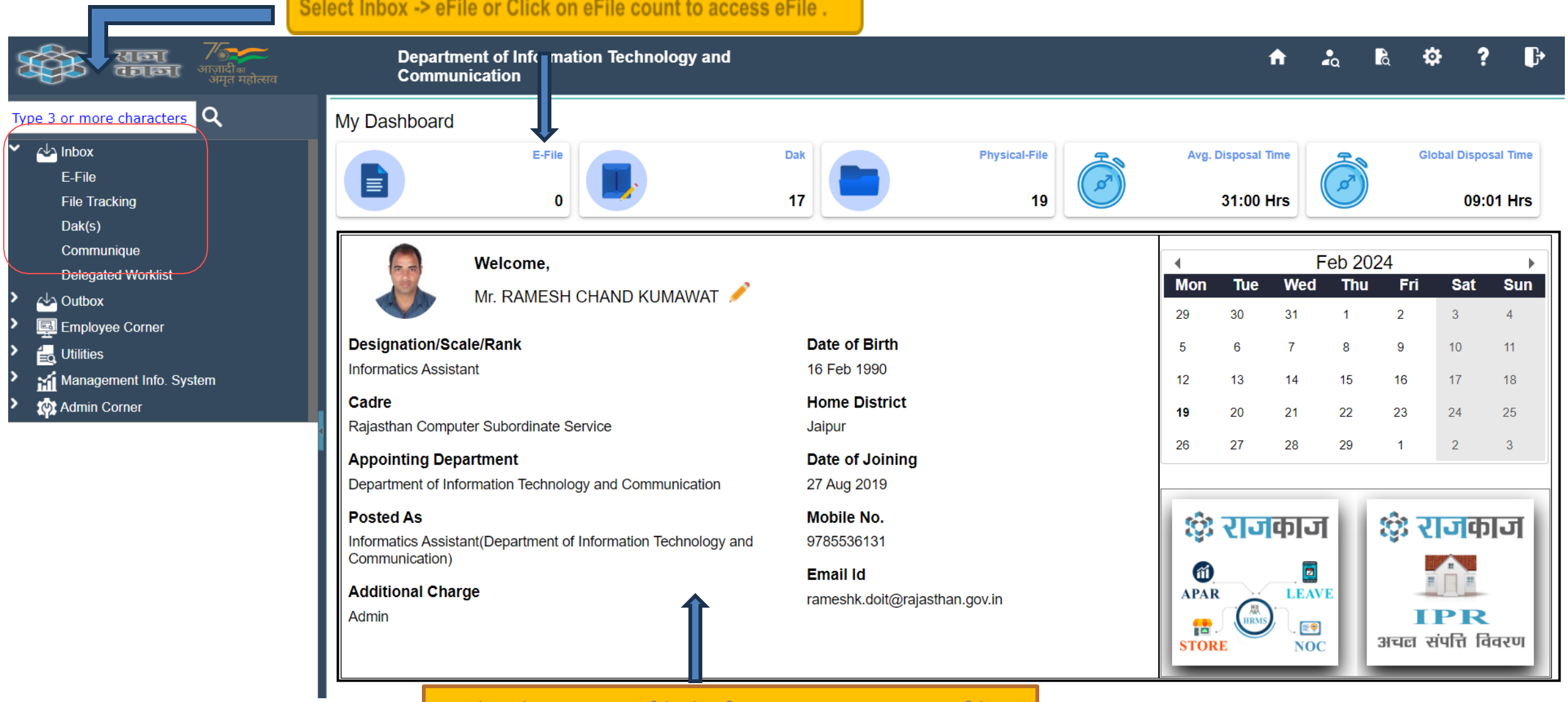




Select Rajkaj HRMS for APAR / LEAVE / STORE & Other Modules.
Select Rajkaj EFILE/DAK for eFile & Dak management.
Select Rajkaj IPR to fill Immovable Property Return.

e File Access though Dashboard / Menu-Link (HOME SCREEN)

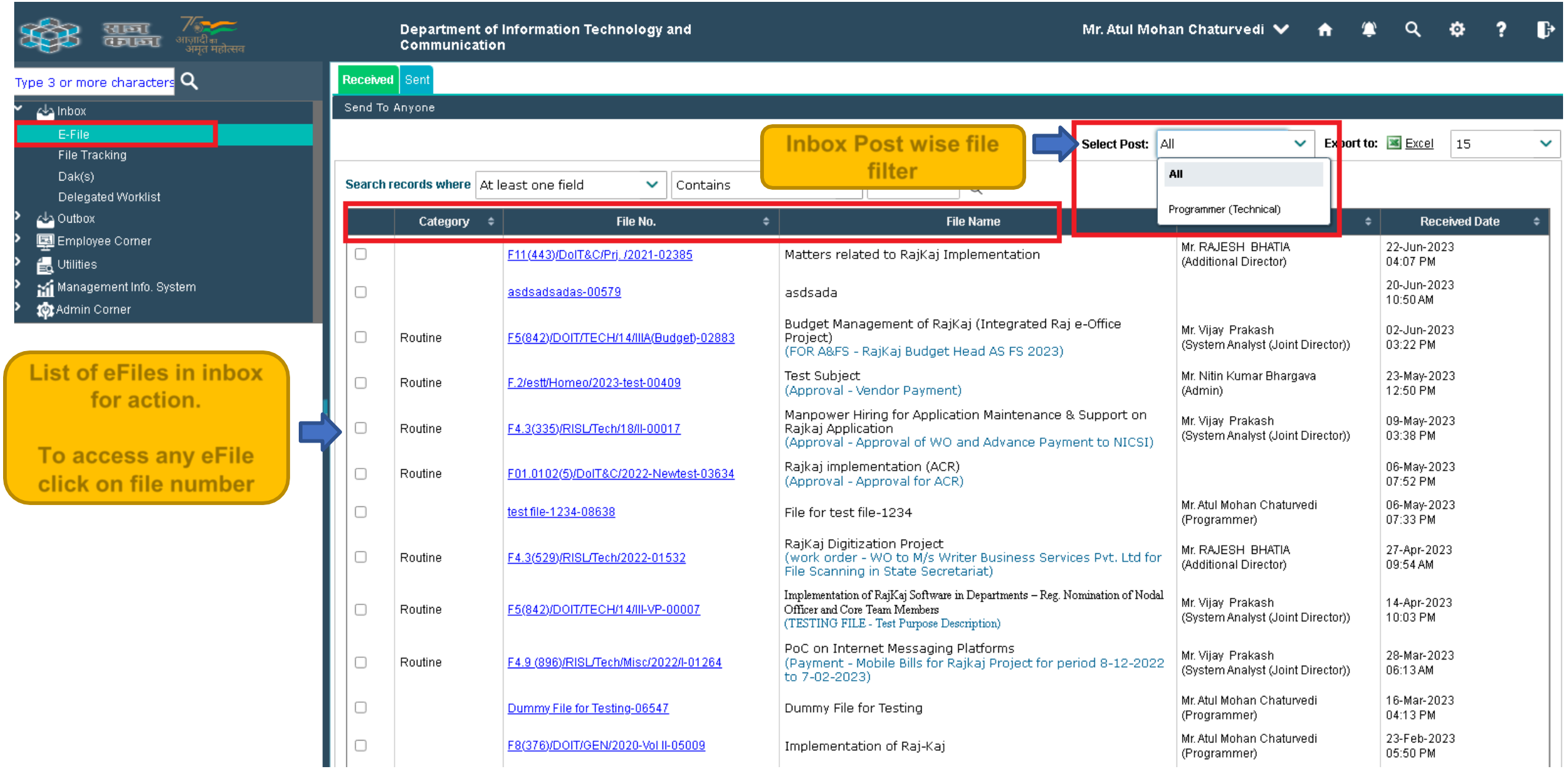
Select Inbox -> eFile or Click on eFile count to access eFile .



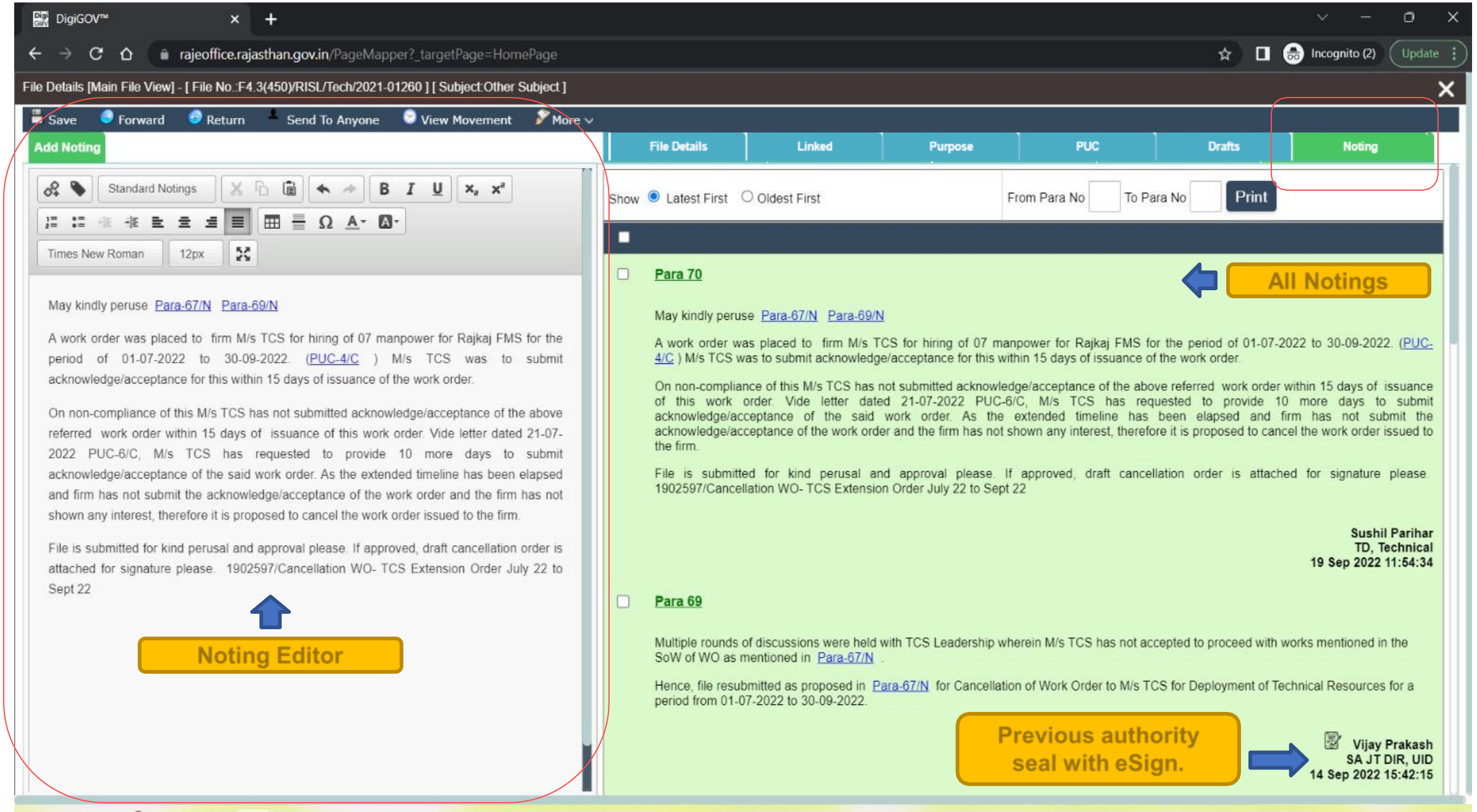
Check your profile before creating any e-file

(Note : In case of profile is not updated then contact to your department PMU team)

* Inbox View *


Department of Information Technology and Communication
Mr. Atul Mohan Chaturvedi
Type 3 or more characters
Inbox
E-File
File Tracking
Dak(s)
Delegated Worklist
Outbox
Employee Corner
Utilities
Management Info. System
Admin Corner
Received
Sent
Send To Anyone
Inbox Post wise file filter
Select Post:
All
Programmer (Technical)
Export to:
Excel
15
Search records where
At least one field
Contains
Category
File No.
File Name
Received Date
F11(443)/DoIT&C/Prj. /2021-02385
Matters related to RajKaj Implementation
Mr. RAJESH BHATIA (Additional Director)
22-Jun-2023 04:07 PM
asdsadsadas-00579
asdsada
20-Jun-2023 10:50 AM
Routine
F5(842)/DOIT/TECH/14/IIIA(Budget)-02883
Budget Management of RajKaj (Integrated Raj e-Office Project)
(FOR A&FS - RajKaj Budget Head AS FS 2023)
Mr. Vijay Prakash (System Analyst (Joint Director))
02-Jun-2023 03:22 PM
Routine
F.2/estt/Homeo/2023-test-00409
Test Subject
(Approval - Vendor Payment)
Mr. Nitin Kumar Bhargava (Admin)
23-May-2023 12:50 PM
Routine
F4.3(335)/RISL/Tech/18/II-00017
Manpower Hiring for Application Maintenance & Support on Rajkaj Application
(Approval - Approval of WO and Advance Payment to NICSI)
Mr. Vijay Prakash (System Analyst (Joint Director))
09-May-2023 03:38 PM
Routine
F01.0102(5)/DoIT&C/2022-Newtest-03634
Rajkaj implementation (ACR)
(Approval - Approval for ACR)
06-May-2023 07:52 PM
test file-1234-08638
File for test file-1234
Mr. Atul Mohan Chaturvedi (Programmer)
06-May-2023 07:33 PM
Routine
F4.3(529)/RISL/Tech/2022-01532
RajKaj Digitization Project
(work order - WO to M/s Writer Business Services Pvt. Ltd for File Scanning in State Secretariat)
Mr. RAJESH BHATIA (Additional Director)
27-Apr-2023 09:54 AM
Routine
F5(842)/DOIT/TECH/14/III-VP-00007
Implementation of RajKaj Software in Departments – Reg. Nomination of Nodal Officer and Core Team Members
(TESTING FILE - Test Purpose Description)
Mr. Vijay Prakash (System Analyst (Joint Director))
14-Apr-2023 10:03 PM
Routine
F4.9 (896)/RISL/Tech/Misc/2022/I-01264
PoC on Internet Messaging Platforms
(Payment - Mobile Bills for Rajkaj Project for period 8-12-2022 to 7-02-2023)
Mr. Vijay Prakash (System Analyst (Joint Director))
28-Mar-2023 06:13 AM
Dummy File for Testing-06547
Dummy File for Testing
Mr. Atul Mohan Chaturvedi (Programmer)
16-Mar-2023 04:13 PM
F8(376)/DOIT/GEN/2020-Vol II-05009
Implementation of Raj-Kaj
Mr. Atul Mohan Chaturvedi (Programmer)
23-Feb-2023 05:50 PM
List of eFiles in inbox for action.
To access any eFile click on file number

* e-File View *


DigiGOV™
rajeoffice.rajasthan.gov.in/PageMapper?_targetPage=HomePage
Incognito (2)
Update
File Details [Main File View] - [File No.:F4.3(450)/RISL/Tech/2021-01260] [Subject:Other Subject]
Save
Forward
Return
Send To Anyone
View Movement
More
Add Noting
File Details
Linked
Purpose
PUC
Drafts
Noting
Standard Notings
Times New Roman
12px
May kindly peruse Para-67/N Para-69/N
A work order was placed to firm M/s TCS for hiring of 07 manpower for Rajkaj FMS for the period of 01-07-2022 to 30-09-2022. (PUC-4/C) M/s TCS was to submit acknowledge/acceptance for this within 15 days of issuance of the work order.
On non-compliance of this M/s TCS has not submitted acknowledge/acceptance of the above referred work order within 15 days of issuance of this work order. Vide letter dated 21-07-2022 PUC-6/C, M/s TCS has requested to provide 10 more days to submit acknowledge/acceptance of the said work order. As the extended timeline has been elapsed and firm has not submit the acknowledge/acceptance of the work order and the firm has not shown any interest, therefore it is proposed to cancel the work order issued to the firm.
File is submitted for kind perusal and approval please. If approved, draft cancellation order is attached for signature please. 1902597/Cancellation WO- TCS Extension Order July 22 to Sept 22
Noting Editor
Show Latest First Oldest First
From Para No To Para No
Print
Para 70
All Notings
May kindly peruse Para-67/N Para-69/N
A work order was placed to firm M/s TCS for hiring of 07 manpower for Rajkaj FMS for the period of 01-07-2022 to 30-09-2022. (PUC-4/C) M/s TCS was to submit acknowledge/acceptance for this within 15 days of issuance of the work order.
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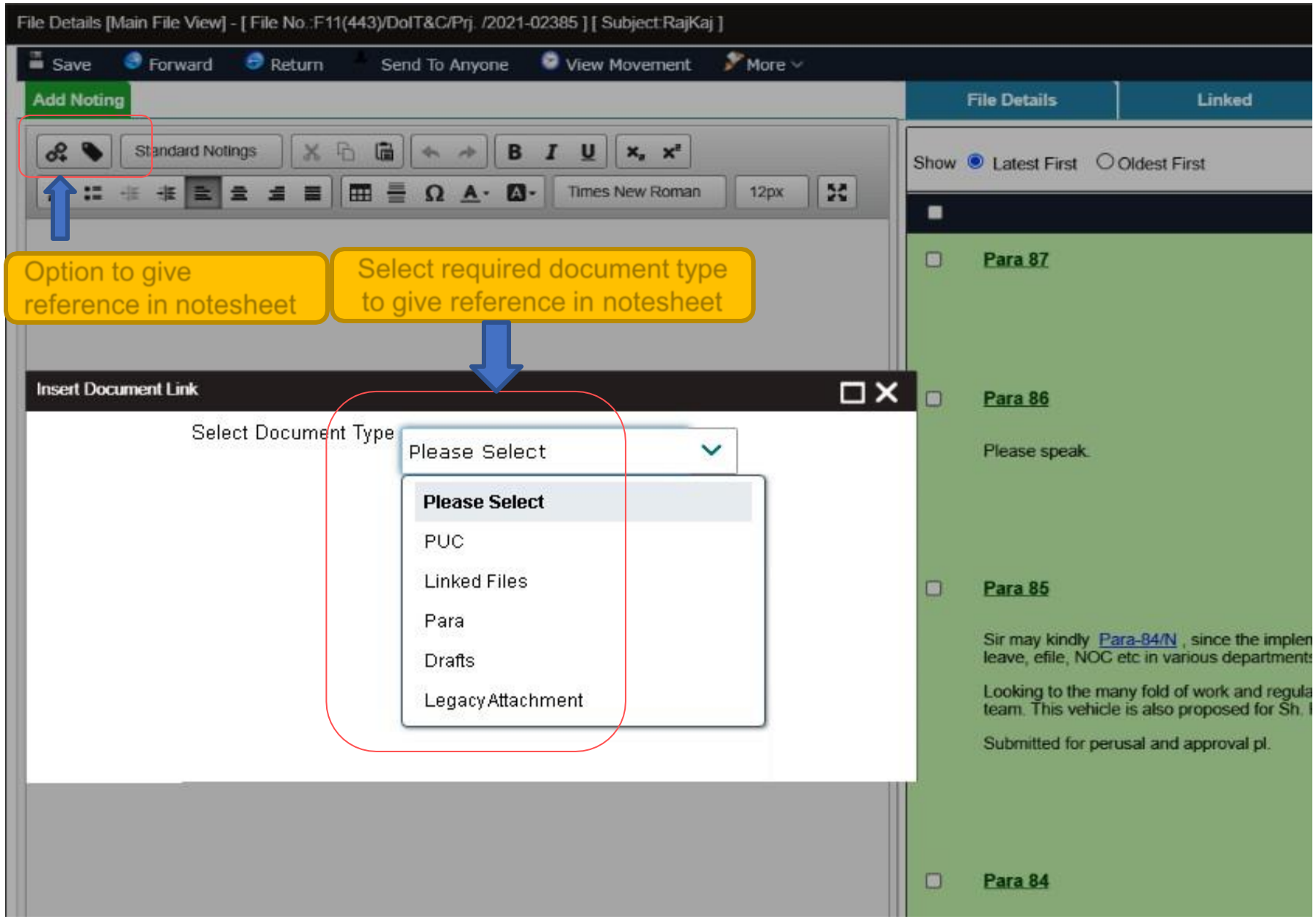
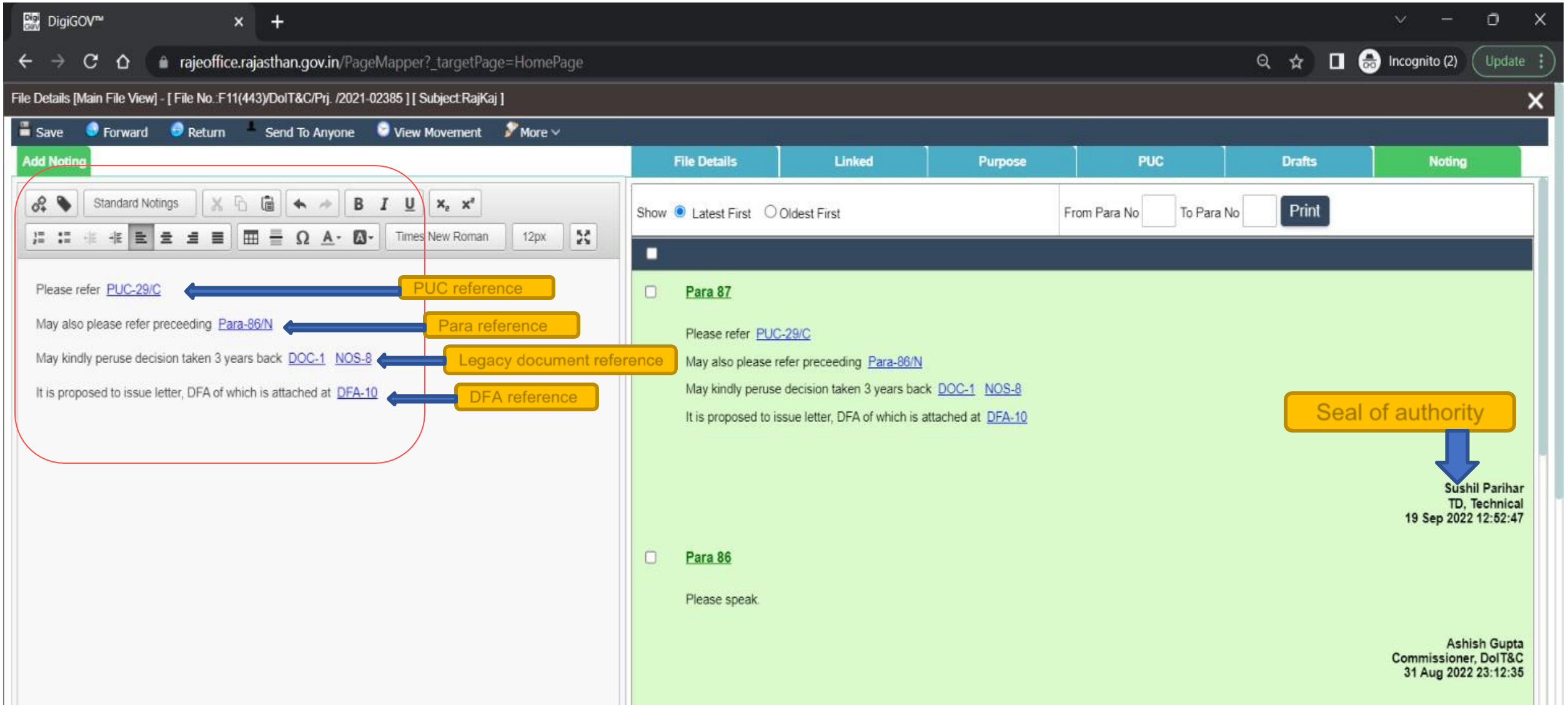
File is submitted for kind perusal and approval please. If approved, draft cancellation order is attached for signature please. 1902597/Cancellation WO- TCS Extension Order July 22 to Sept 22
Sushil Parihar
TD, Technical
19 Sep 2022 11:54:34
Para 69
Multiple rounds of discussions were held with TCS Leadership wherein M/s TCS has not accepted to proceed with works mentioned in the SoW of WO as mentioned in Para-67/N .
Hence, file resubmitted as proposed in Para-67/N for Cancellation of Work Order to M/s TCS for Deployment of Technical Resources for a period from 01-07-2022 to 30-09-2022.
Previous authority seal with eSign.
Vijay Prakash
SA JT DIR, UID
14 Sep 2022 15:42:15

* Insertion of Reference in Noting *



* Insertion of Reference in Noting *



* File Details *

File Details [Main File View] - [File No.:F5(842)/DOIT/TECH/14/III-VP-00007] [Subject:Other Subject]

Save | Forward | Return | Send To Anyone | View Movement | More

Add Noting

Standard Notings | Font | Size

May kindly peruse Para-67/N Para-69/N

A work order was placed to firm M/s TCS for hiring of 07 manpower for Rajkaj FMS for the period of 01-07-2022 to 30-09-2022 (PUC-4/C) M/s TCS was to submit acknowledge/acceptance for this within 15 days of issuance of the work order.

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File Details | Linked | Purpose | PUC | Drafts | Noting

File No.	F5(842)/DOIT/TECH/14/III-VP-00007
Workflow	View/Edit
Physical File No.	F5(842)/DOIT/TECH/14/III-VP
Physical File No. (in Hindi)	F5(842)/DOIT/TECH/14/III-VP
Short Code(If Any)	
Status	Open
Subject Head	N.A
Sub Subject Head	N.A
Subject	Other Subject
Created Date	12 May 2020
File Name	Implementation of RajKaj Software in Departments – Reg. Nomination of Nodal Officer and Core Team Members
Department	Department of Information Technology and Communication
Barcode	F5(842)/DOIT/TECH/14/III-VP-00007 Download

eFile metadata

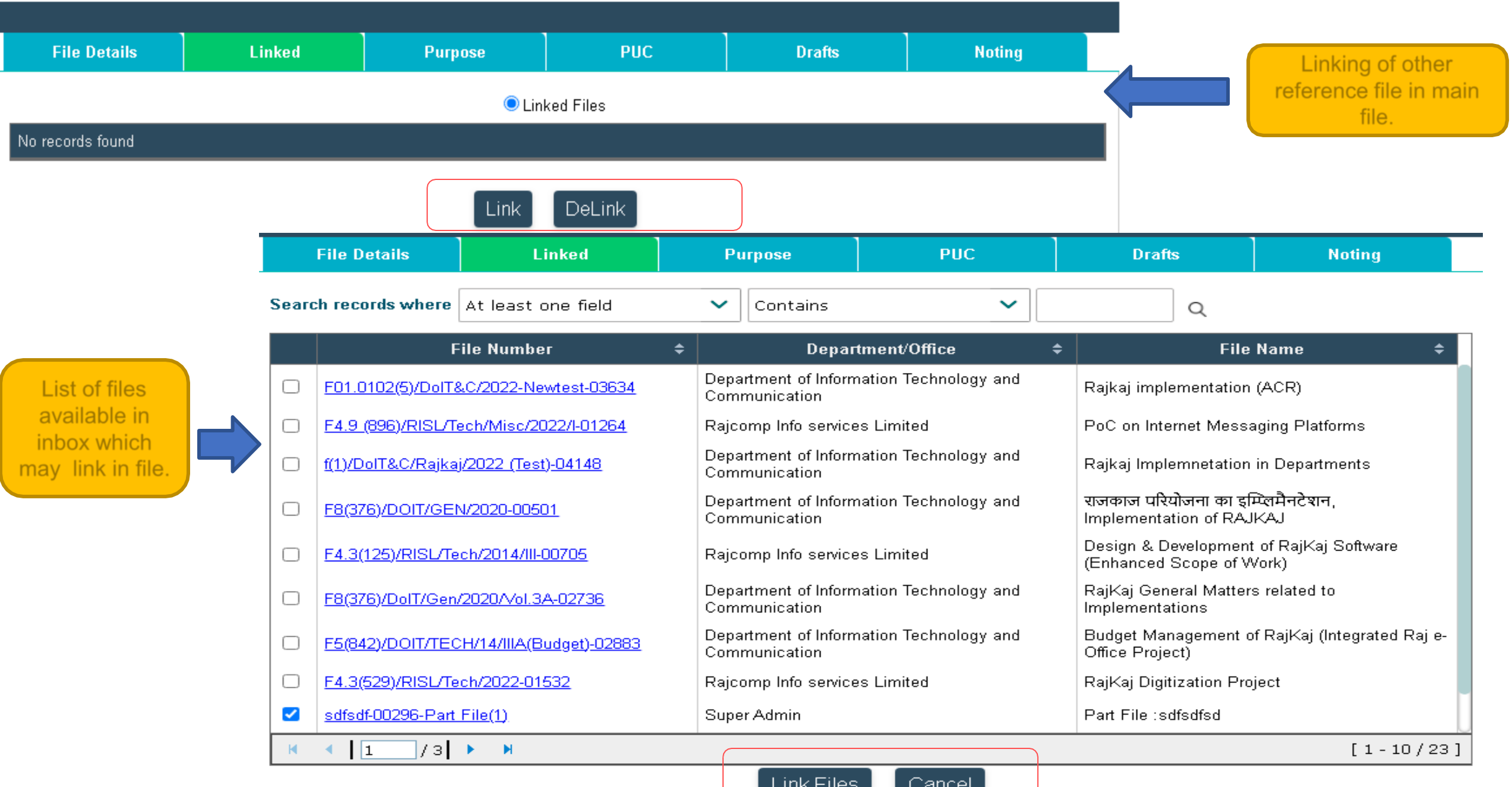
Upload Legacy Documents(scanned documents of physical file)

Sr.No.	Attachment Type	Page No	Para No	File/Document/PUC No.	Reference No	Subject/Description	Upload By	Action
1	Document	1-2	-	1	DOIT/123	TEST DESCRIPTON	Mr. Vijay Prakash (SA (JD))	

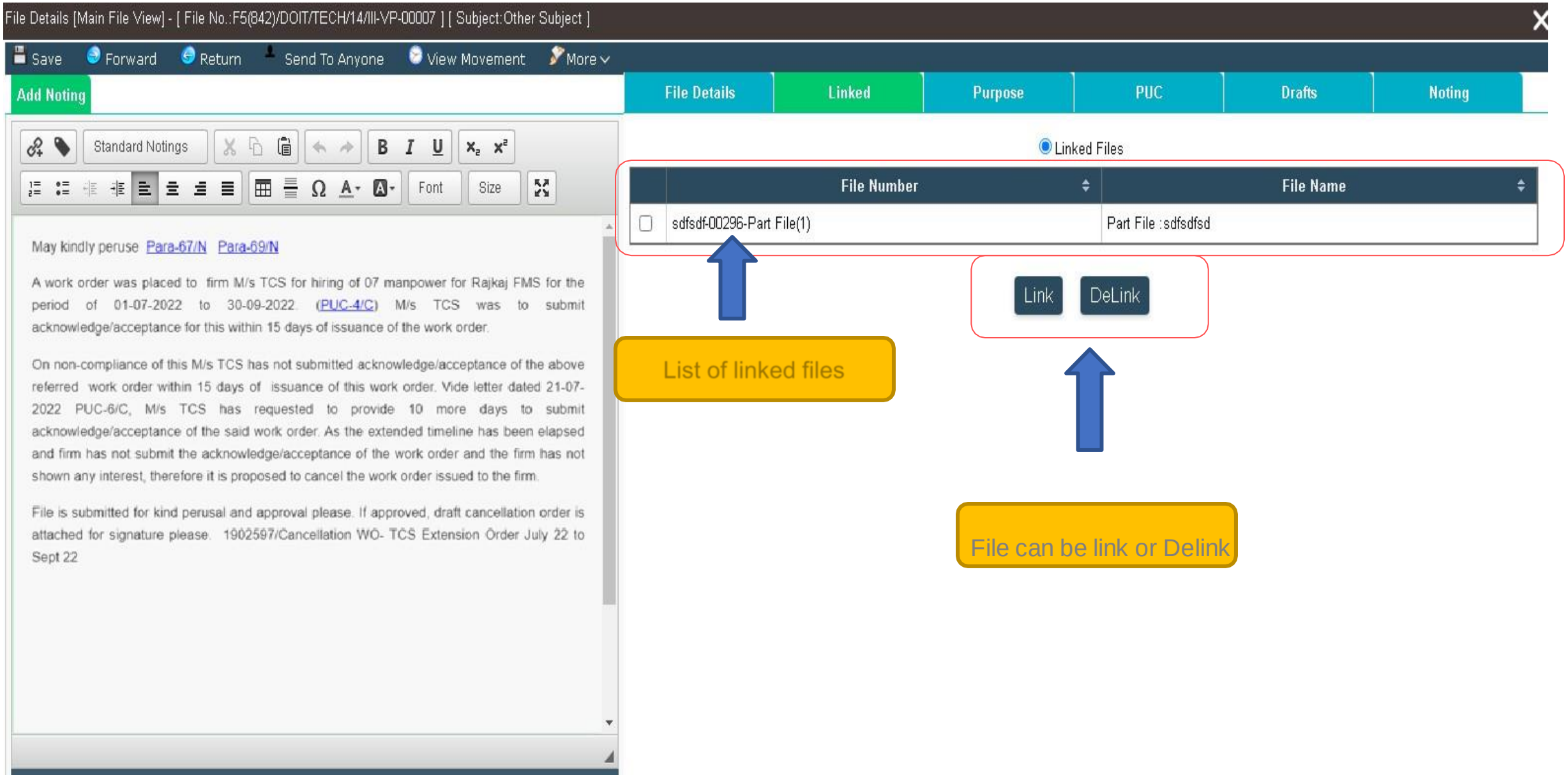
Add

Provision to add Legacy data (Physical file scanned data).

* Linking of an e-File *



* Linking of an e-File *



* Purpose of File Movement *

File Details [Main File View] - [File No.:F5(842)/DOIT/TECH/14/III-VP-00007] [Subject:Other Subject]

Save | Forward | Return | Send To Anyone | View Movement | More

Add Noting

Standard Notings | Font | Size

May kindly peruse Para-67/N Para-69/N

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File Details | Linked | Purpose | PUC | Drafts | Noting

Configure Purpose/Matter

Export to: Excel

Previously Added Purpose/Matter

Select	Purpose	Description	Priority	Initiate Date	Completion Date	Status
○	TESTING FILE	Test Purpose Description	Routine	08-Feb-2023	-	Open
○	26 January Award	Rajnikant	Routine	27-Jan-2023	27-Jan-2023	Close
○	Testing of e-File	Test Purpose	Routine	24-Jan-2023	27	ose
○	OTHER	Test Purpose 5:13	Routine	05-Oct-2021	2	ose
○	APPROVAL	Implementation of RajKaj Software in Departments – Reg. Nomination of Nodal Officer and Core Team Members- Letter to all departments	Routine	12-May-2020	14-May-2020	Close

List of all purpose.

Initiate Purpose | Update Purpose

File Movement Details

Purpose * Type 3 or more characters Add

Purpose Description *

Priority Routine

Initiate File | Close

Add a new purpose for which file will putup.

* PUC in an e-File *

File Details [Main File View] - [File No.:F5(842)/DOIT/TECH/14/III-VP-00007] [Subject:Other Subject]

Save | Forward | Return | Send To Anyone | View Movement | More

Add Noting

Standard Notings | Font | Size

May kindly peruse Para-67/N Para-69/N

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File Details | Linked | Purpose | PUC | Drafts | Noting

Recent PUC | View All PUC | All PUC Details

New Inward Receipt | Add Dak From Inbox | Add Other Attachment

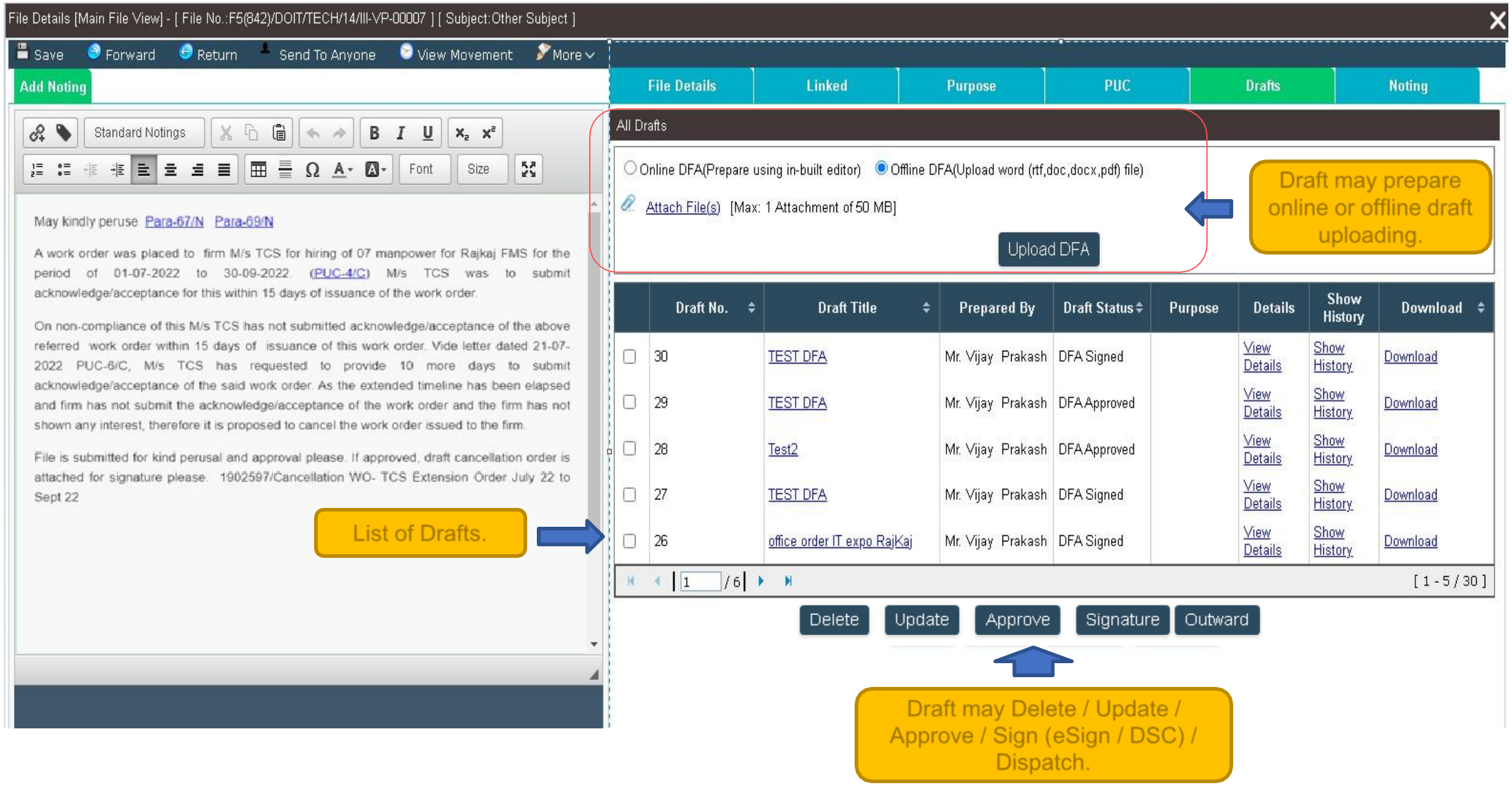
Add new PUC and documents

PUC No.	Description	Nature	Pages	Action
12	DOIT Outward Register/01536/2023	Dispatch	13-13	
11	DOIT Outward Register/00905/2023	Dispatch	11-12	
10	DOIT Outward Register/00904/2023	Dispatch	9-10	
9	DOIT Outward Register/00903/2023	Dispatch	7-8	
8	DOIT Outward Register/08029/2022	Dispatch	-	
7	DOIT Outward Register/08028/2022	Dispatch	-	
6	Get_Started_With_Smallpdf.pdf	Attachment	6-6	
5	Regarding - Mining (Group-1) - dt 28.11.2019 of Govt Sectary sir, office at Meeting Process Vivaran related (Deepak Raj) ACP	Dak	-	
4	sample.pdf	Attachment	4-5	
3	Regarding - Naveen Jain -Dy. Secretary to Govt. e-mitra related (AD RKS)	Dak	1-1	

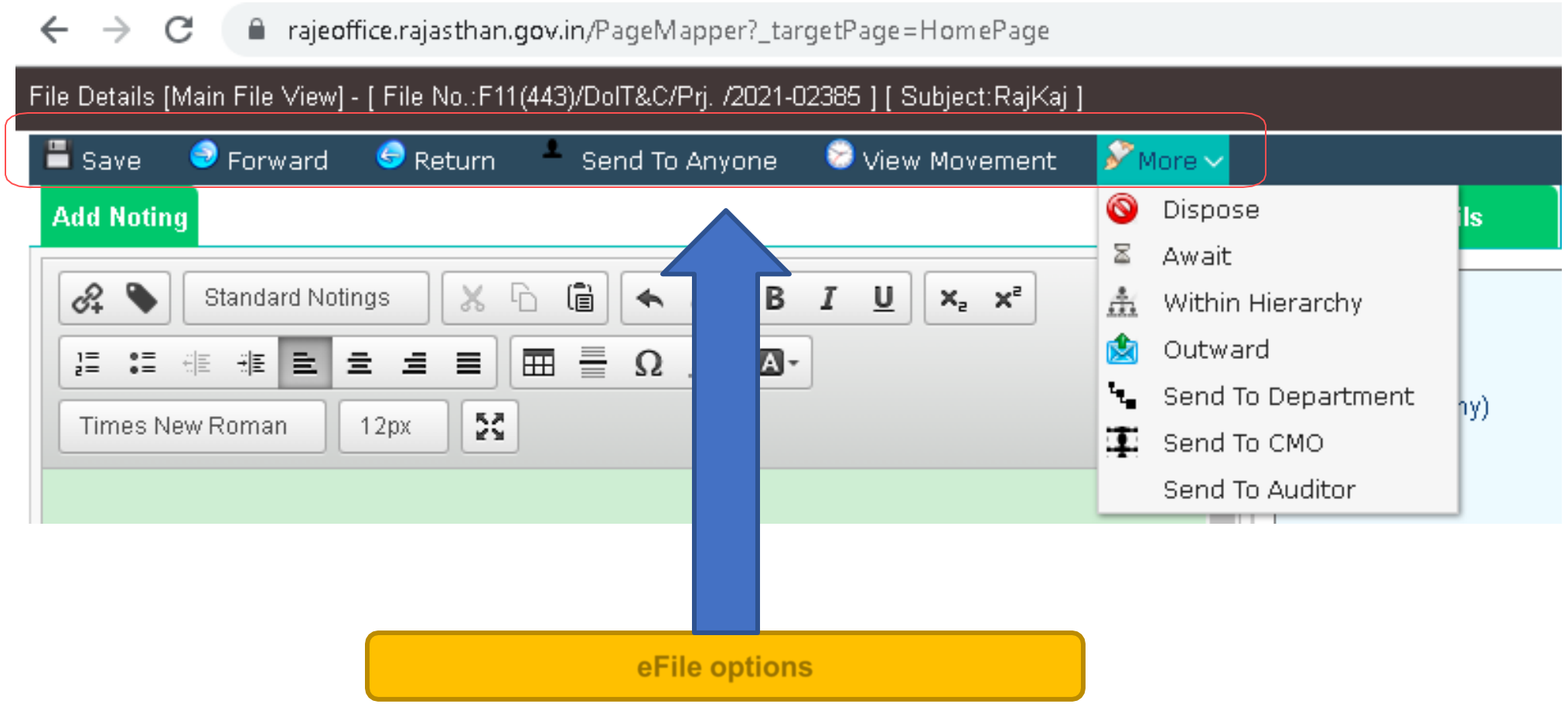
List of PUCs / Reference documents & Dispatched letters

1 / 2 [1 - 10 / 12]

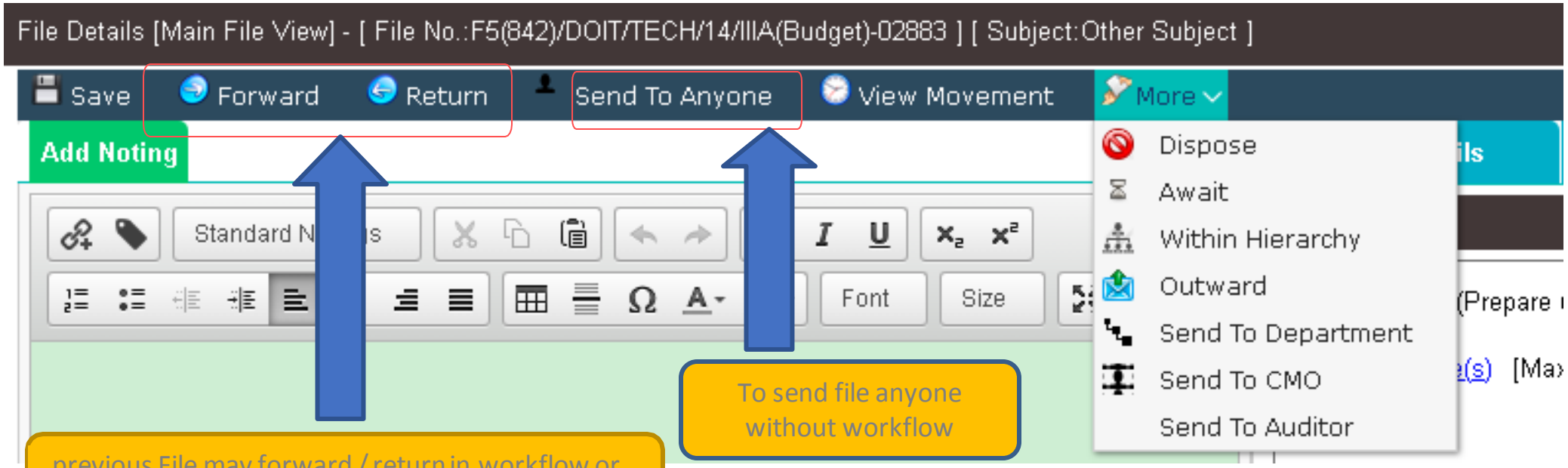
* Drafts Creation > Online and Offline *

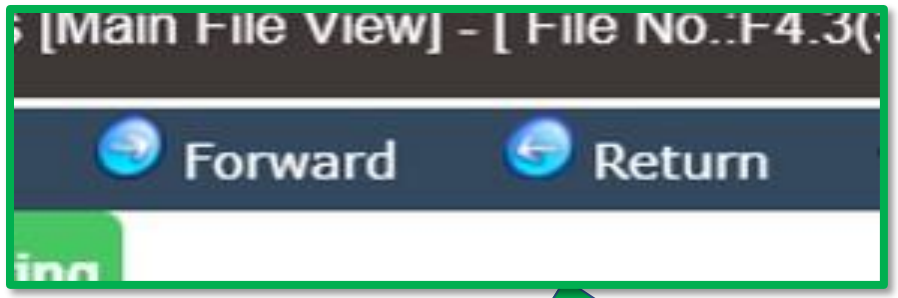


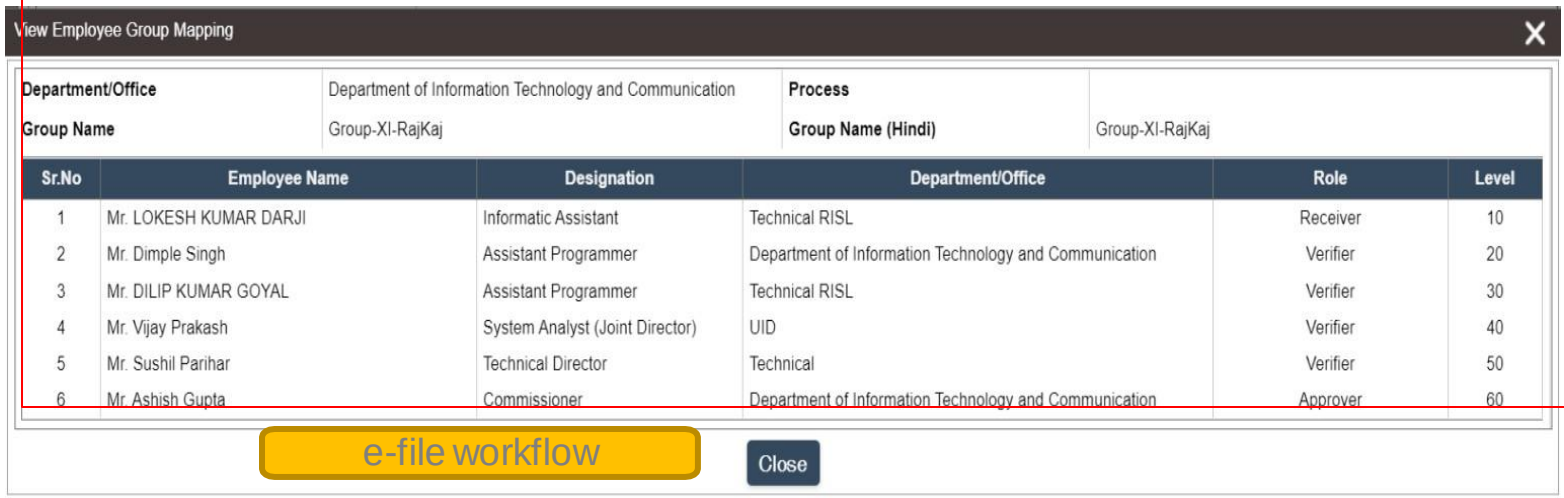
* Menu Items*


rajeoffice.rajasthan.gov.in/PageMapper?_targetPage=HomePage
File Details [Main File View] - [File No.:F11(443)/DoIT&C/Prj. /2021-02385] [Subject:RajKaj]
Save
Forward
Return
Send To Anyone
View Movement
More
Add Noting
Standard Notings
Times New Roman
12px
Dispose
Await
Within Hierarchy
Outward
Send To Department
Send To CMO
Send To Auditor
eFile options

* Forward & Return Send > Work Flow associated with an e-File *





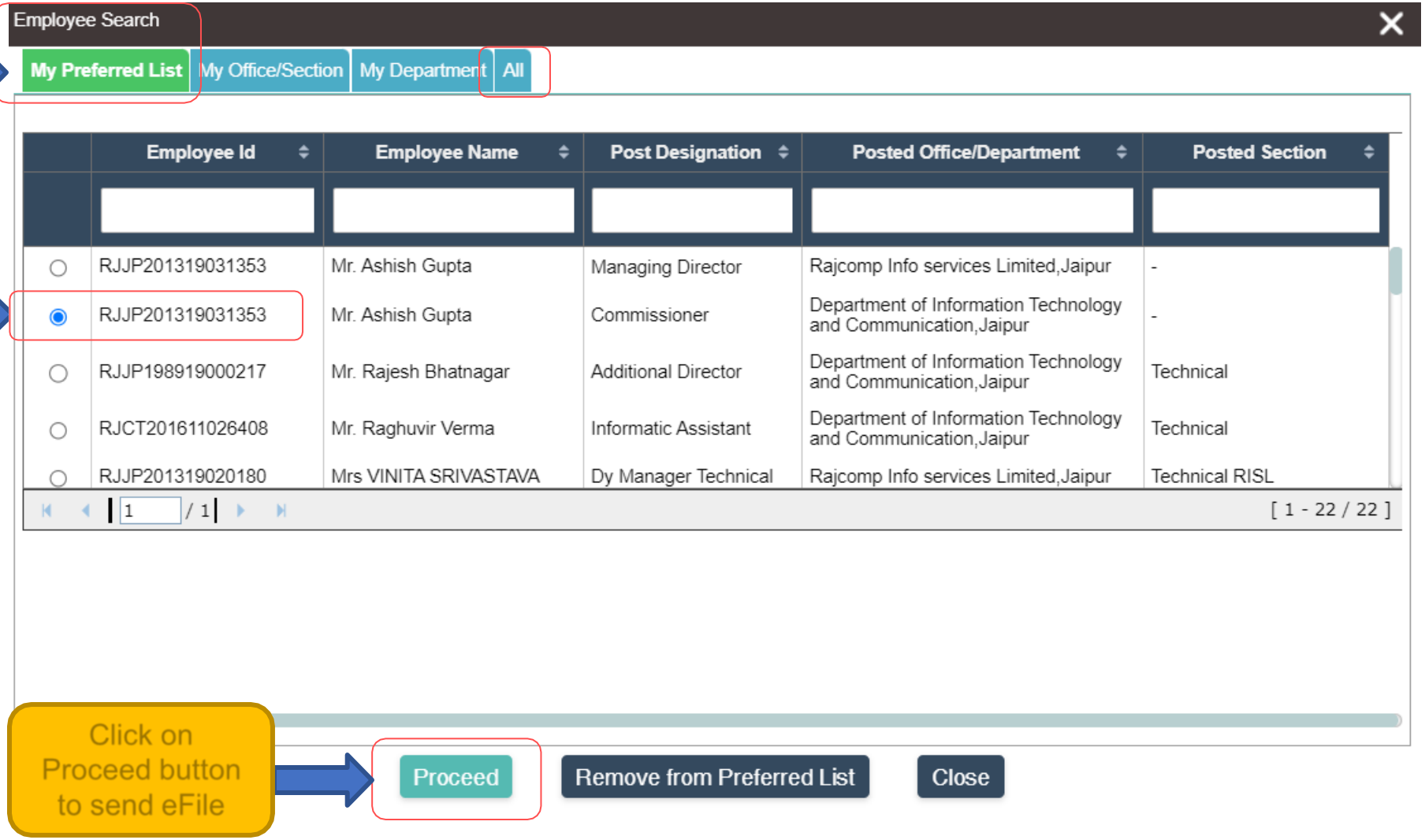


* e-File > Send *

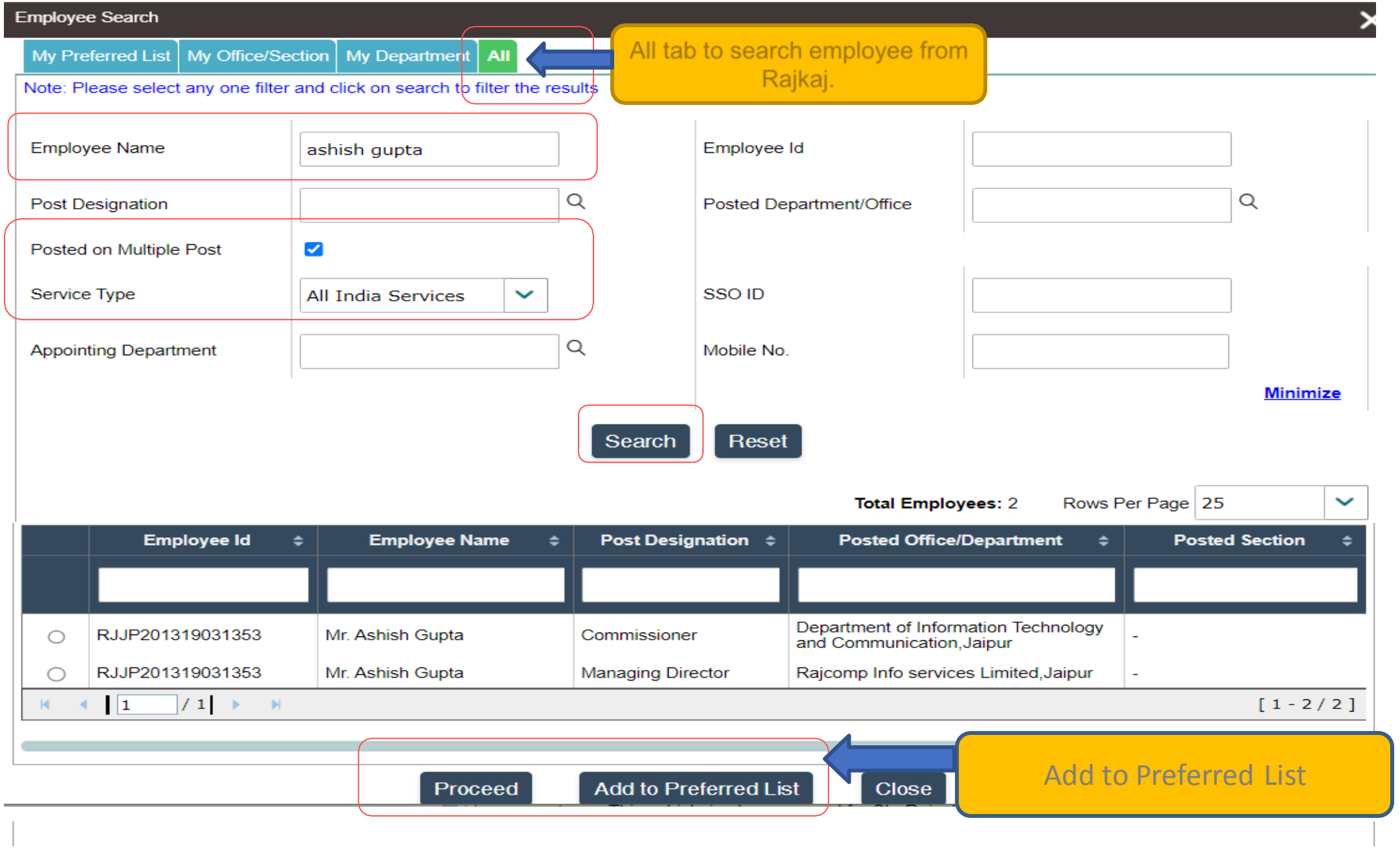
List of preferred users.

Select employee to send eFile

Click on Proceed button to send eFile

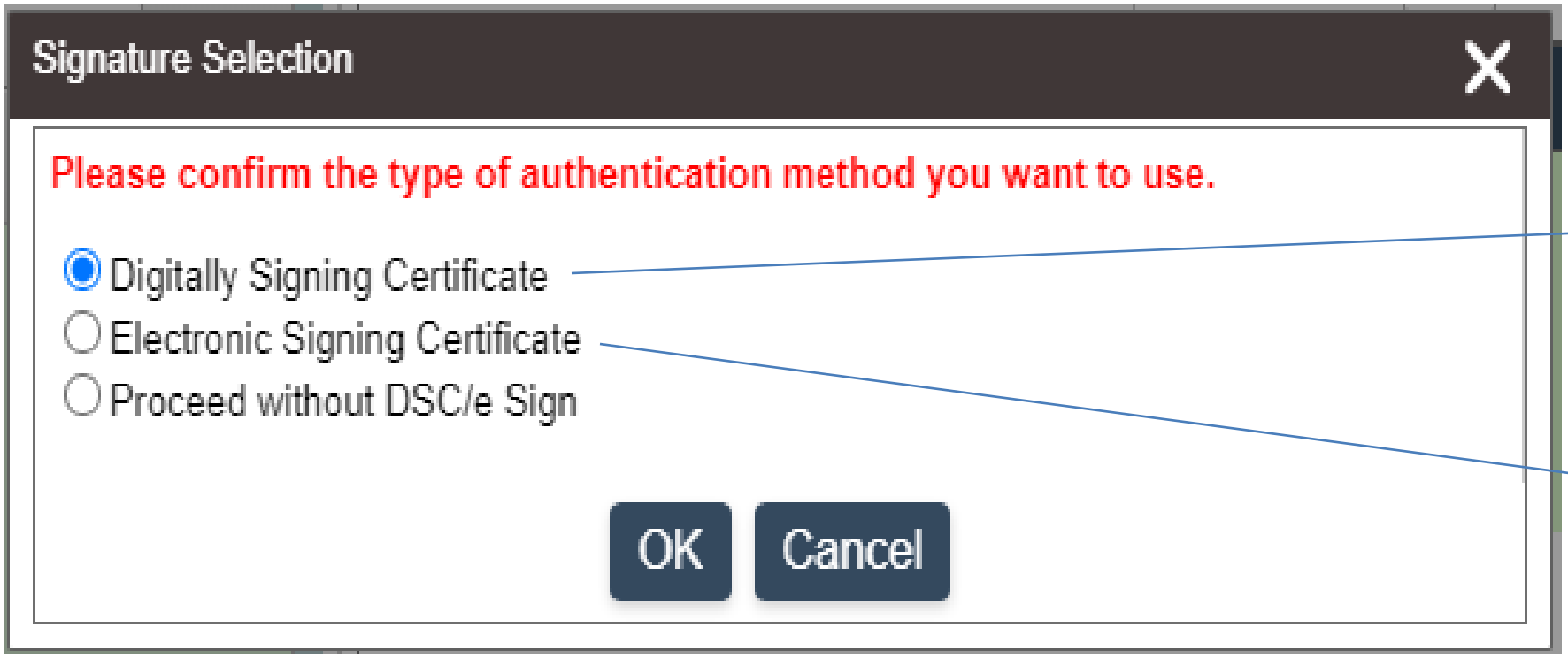


* e-File > Send *


Employee Search
My Preferred List
My Office/Section
My Department
All
All tab to search employee from Rajkaj.
Note: Please select any one filter and click on search to filter the results
Employee Name
ashish gupta
Employee Id
Post Designation
Posted Department/Office
Posted on Multiple Post
Service Type
All India Services
SSO ID
Appointing Department
Mobile No.
Minimize
Search
Reset
Total Employees: 2
Rows Per Page 25
Employee Id
Employee Name
Post Designation
Posted Office/Department
Posted Section
RJJP201319031353
Mr. Ashish Gupta
Commissioner
Department of Information Technology and Communication,Jaipur
-
RJJP201319031353
Mr. Ashish Gupta
Managing Director
Rajcomp Info services Limited,Jaipur
-
1 / 1
[1 - 2 / 2]
Proceed
Add to Preferred List
Close
Add to Preferred List

* e-File > Send *

Authentication method to sign notesheet using eSign/DSC proceed with only seal



AADHAAR

* File Movement *

Pendency Details

File Details

File No.	F5(842)/DOIT/TECH/14/IIIA(Budget)-02883
Subject	Other Subject
Description	Budget Management of RajKaj (Integrated Raj e-Office Project)

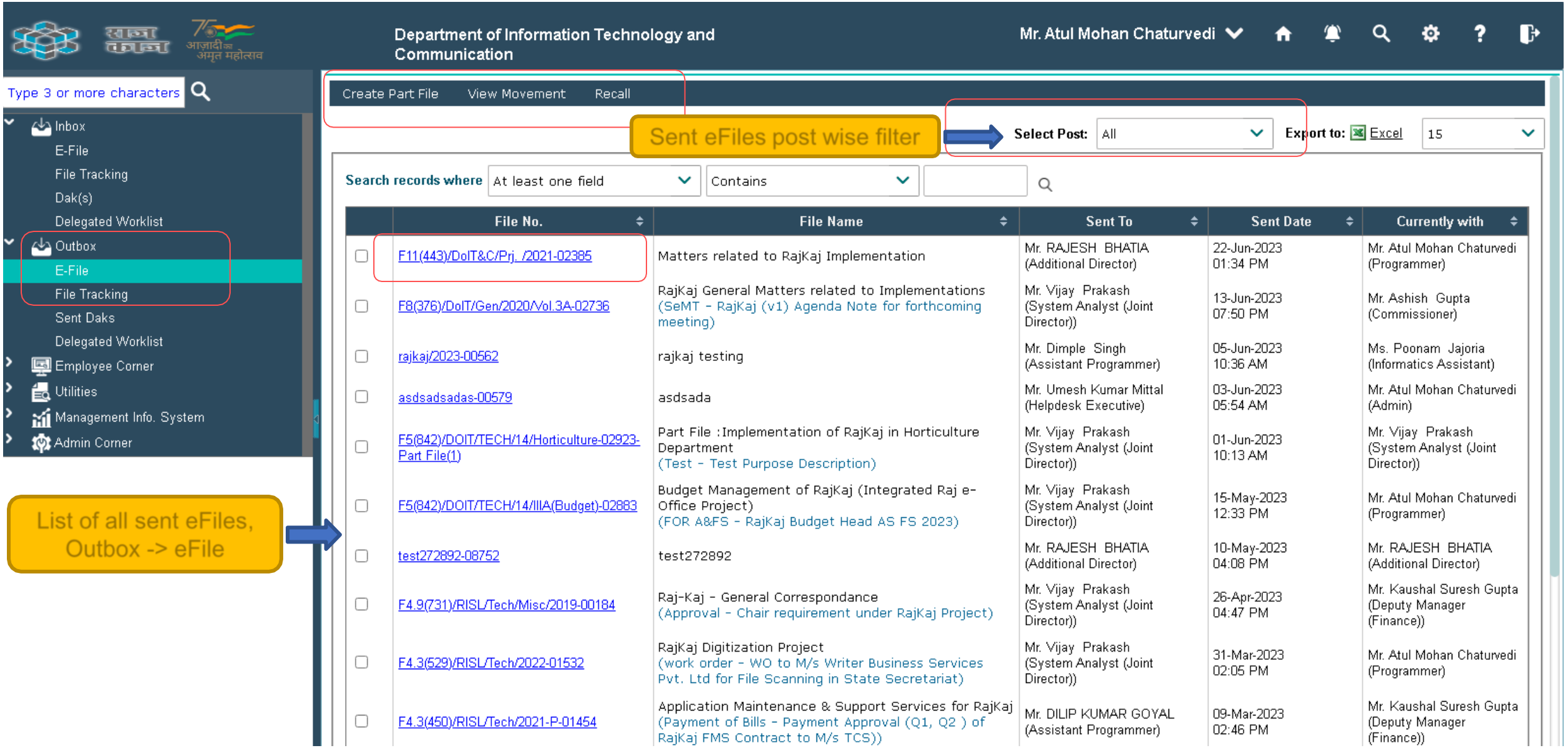
Summary of eFile movement.

Tabular Pendency | Graphical Pendency | **Summary**

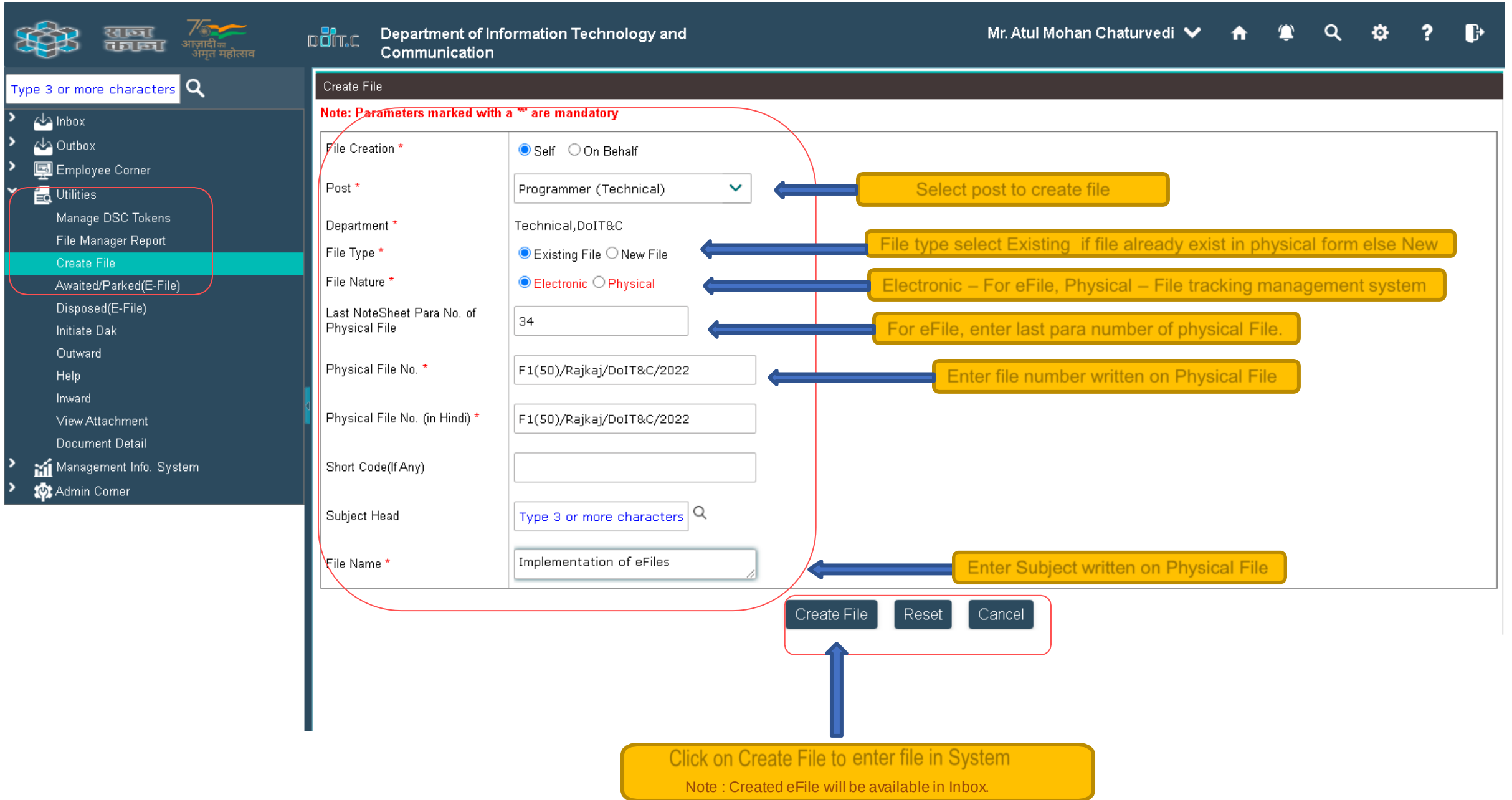
Export to: Excel

Document No.	Description	Document Type	Purpose	Action From	Action	Action To	Action Date
F5(842)/DOIT/TECH/14/	Budget Management of RajKaj (Integrated Raj e-Office Project)	File		Mr. Vijay Prakash (System Analyst (Joint Director))	File has been sent successfully	Mr. Atul Mohan Chaturvedi (Programmer)	02-Jun-2023 15:22:
F5(842)/DOIT/TECH/14/	Budget Management of RajKaj (Integrated Raj e-Office Project)	File		Mr. Suneel Chhabra (Head Of Office)	File has been sent successfully	Mr. Vijay Prakash (System Analyst (Joint Director))	31-May-2023 17:32
F5(842)/DOIT/TECH/14/	Budget Management of RajKaj (Integrated Raj e-Office Project)	File		Mrs POONAM CHOUDHARY (Chief Accounts Officer)	File has been sent successfully	Mr. Suneel Chhabra (Head Of Office)	30-May-2023 13:17:
F5(842)/DOIT/TECH/14/	Budget Management of RajKaj (Integrated Raj e-Office Project)	File		Mr. Ashish Gupta (Commissioner)	File has been sent successfully	Mrs POONAM CHOUDHARY (Chief Accounts Officer)	30-May-2023 12:47:
F5(842)/DOIT/TECH/14/	Budget Management of RajKaj (Integrated Raj e-Office Project)	File		Mrs POONAM CHOUDHARY (Chief Accounts Officer)	File has been sent successfully	Mr. Ashish Gupta (Commissioner)	30-May-2023 10:57:
	Budget Management of			Mr. Deepak Singh Shekhawat (Assistant	File has been sent	Mrs POONAM	

* Outbox of e-File *



* Creation of Existing File as eFile <one time activity>*



RAJKAJ

INTEGRATED RAJ E-OFFICE PROJECT

DOIT&C, GOVT. OF RAJASTHAN

Thank You!