

FILE MANAGEMENT RAJ-KAJ (INTEGRATED RAJ E-OFFICE)

DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN



राज-काज

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1. Introduction

RajKaj is a Project under the National e-Governance Programme of the Government. The product is developed by Department of Information Technology (DOIT) and aims to uses in more efficient, effective and transparent inter-government and intra-government transactions and processes.

The product is built as single reusable system by bringing together independent functions and systems under a single framework to enhance transparency, increase accountability and transform the government work culture and ethics.

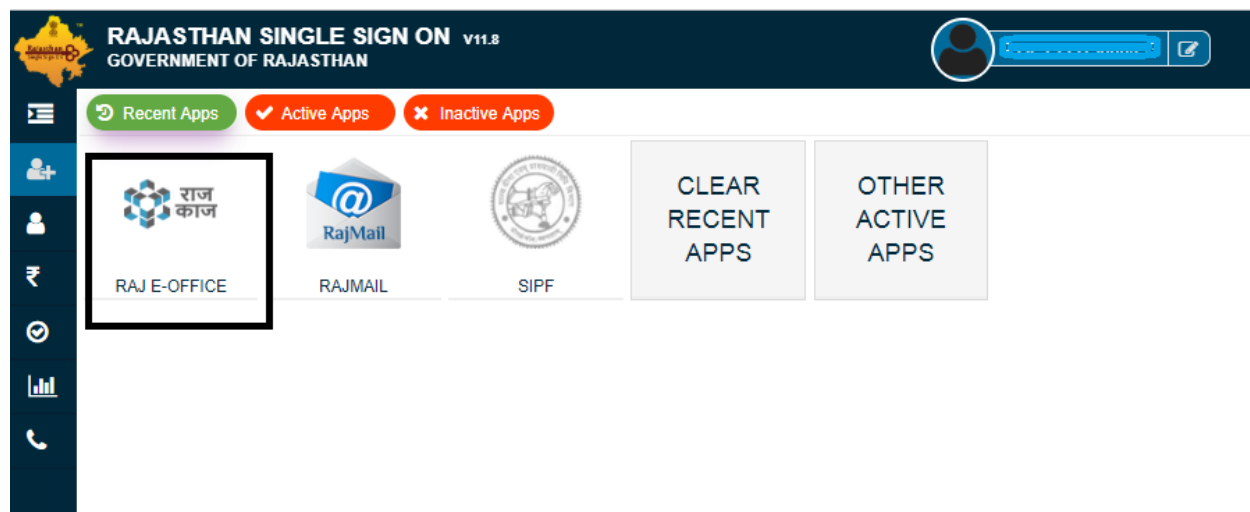
The objective of File Management tracking module is to give easiness to Organizations/State Government Departments/PSUs to tracking of files and related activities through which user can track offices on single click.

2. How to Access Raj-Kaj

To access RajKaj portal user is required to login to the SSO portal <https://sso.rajasthan.gov.in/signin>, The '**Raj-Kaj**' icon will appear on the main screen as shown in below mentioned screen. Click on '**Raj-Kaj**' icon to enter into RajKaj portal.

Credentials to login in to SSO Portal: SSO Username & Password

On clicking Raj-Kaj, user reaches the Raj-Kaj screen.



3. User Roles & Head creations

3.1. Define User Roles

In this module below mentioned are the user level roles to be assigned to the user on the basis of their defined work.

Sl.	Term	Meaning
1.	Subject Head Creator	Establishment user who will create the Subject Heads in an Organization and provide access rights to other users to define subject and workflow.
2.	Subject Creator	User who creates the Subject and provides access rights to other users to create File and define workflow.
3.	File Creator	User who creates a file for a defined subject (subject already created by the Subject creator) and defines the workflow.
4.	File Group	File Group comprising of employees at different levels formed as per the workflow requirement for processing the file

Pre-requisites

Before a user can create and move a file, following are the pre-requisites:

- Step 1. Subject Head should be created (to be done by the Establishment Section) and access rights be given to users to create the Subject
- Step 2. Subject should be defined by the user (to whom Subject creation rights have been given, as per Step 1)

3.2. Define Subject Head

Establishment will define the Subject Head and give access rights to other users for creating subject and workflows. Establishment user can also give Admin rights to other users who in turn can create the subject.

Path to access to create subject head

: **Raj-Kaj ->Applications ->File/Dak[?] -> Manage Subject Head (Admin)**

Using manage subject head screen user define new subject and give rights to users to those who will access defined subject.

Following types of access rights can be given to the users:

a) Creation Rights b. Admin Right

Configure Subject Head/Admin

Subject Head Details

Department/Office * Office of Director General of P

Subject Head * Man power

Subject Head Short Name

Subject Head (Hindi) * Man power

Subject Head Short Name Hindi

Subject Head(Code) * 123

Description

Do you want to create Subject Sub(Code) ? * ☐ Yes ☒ No

Access Rights Details

Access Right(Employee Search) *

[Add To List](#) [Reset](#)

SrNo	Employee Name	Access Rights	Actions
1	AMANJEET KAUR(Head Constable,Home Department)	<input checked="" type="checkbox"/> Creation Rights <input checked="" type="checkbox"/> Admin Right	Edit
3	PRATAP SINGH(Constable,Home Department)	<input checked="" type="checkbox"/> Creation Rights <input type="checkbox"/> Admin Right	Edit

Do you want to create these Subject Head for Dak? ☐ Yes ☒ No

[Save](#) [Close](#)

3.3. Subject Creations

Through this screen employee who has been provided the Subject Creation rights can create subject and then provide access rights to other users.

: **Raj-Kaj** -> **Applications** -> **File/Dak** -> **Manage Subject**

Following types of access rights can be given to the users:

- Creation Rights (Rights to create file)
- Workflow Rights (Rights to create workflow)

Configure Subject

Subject Head

Education

Subject Sub Head

Subject *

Subject (Hindi) *

Subject Code

Description

[Add](#) [Reset](#)

Subject Name	Subject Code	Subject Head(Sub Subject)	File Movement Purpose(s)	Actions
testin	123	testin(Primary Education)	Add/Edit	Edit

[Save](#) [Close](#)

4. Functionality of File module

4.1. Creation of File

Path to create file: **Raj-Kaj** -> **Worklist** -> **Create File**

There are three types of files to create a file by user in RajKaj module, File types as mentioned below.

- Existing File : User can create a file for any existing physical file (Existing physical file) in this type of file.
- New File : User can create a new file on RajKaj (Creating new Physical file) in this type of file.

4.1.1. Create Existing file:

User can add / create an existing file (old existing physical file) in the file module by the selecting the Existing File radio button using following steps.

1. Select file type as existing file.
2. Department will be by default your department.
3. Physical file no. is existing file number of your physical file (If any, exa: F-9(123)/DoIT&C/Estb/2019).
4. Short Code: Enter any brief short code for file.
5. Subject Head: Subject heads created by establishment section to be used by user.
6. Sub subject Head: Sub subject heads created by establishment section to be used by user
7. Subject: subject created by establishment section to be used by user
8. Description: User need to enter brief description related with file.
9. Select Physical File and click on create file.

Note: All fields with red asterisk (*) are mandatory.

Once file is created system will generate a RajKaj number also to track the file.

10. On clicking Create File user will get mentioned screen, from new screen user can add additional details as mentioned below.

- **File details:** User can view details of file and set status (Open / Await (keep file in parking for particular time), Description can edited till file is in file initiator inbox and not done any movement.
- **Purpose:** User can initiate purpose of file with priority and can be edited by user who is having file in their inbox.
- **PUC:** User can insert / enclose any letter / Dak (PUC) in file.
- **Drafts:** User can add any specific format using existing templates.
- **Summary:** User can see the summary (movement / action taken on file) of file. Full summary can view by user who is having file in their inbox.

Once all the details filled click on save and close button to save the file.

4.1.2. Create New file:

User can create a new file (not existing old / physical file) in the file module by the selecting the new File radio button using following steps.

1. Select file type as new file.

2. Department will be by default your department.
3. Subject Head: Subject heads created by establishment section to be used by user.
4. Sub subject Head: Sub subject heads created by establishment section to be used by user
5. Subject: subject created by establishment section to be used by user
6. Description: User need to enter brief description related with file.
7. Select Physical File and click on create file.

Note: All fields with red asterisk (*) are mandatory.

Once file is created system will generate a RajKaj number also to track the file.

Create File

Note: Parameters marked with a * are mandatory

File Type * ☐ Existing File ☒ New File ☐ Referral File

Department * Department of Information Technology and Communication

Subject Head * Education

Sub Subject Head * Primary Education

Subject * Other Subject

Description (Max 2000 characters) * New File

☐ Electronic ☒ Physical

Physical

Create File Reset Cancel

8. On clicking Create File user will get screen to add additional details like file details, Purpose, PUC, Draft, Summary and set the level of priority etc.
9. User click on Save and Close.
10. The created file will be available in the **Worklist -> Inbox -> Files** of the employee for file movement.

4.1.3. Create Referral file:

User can create a Referral file (External file, any file which has come from department where RajKaj is not live) in the file module by using the Referral File radio button. External file means any file which has come from department where RajKaj is not live.

1. From organization/office: from which the file has been received, Sender's details.
2. Sender name and designation of send from Department.
3. Provide Physical File No. and Department MR No. (MR: Movement registers number).
4. Select name of the employee to whom file has been marked to, received date and Subject/Description and click on 'Create File'.
5. Mark to employee: To whom the file is marked.
6. Received Date: Date of file received.
7. Description: User need to enter brief description related with file.

Note: All fields with red asterisk (*) are mandatory.

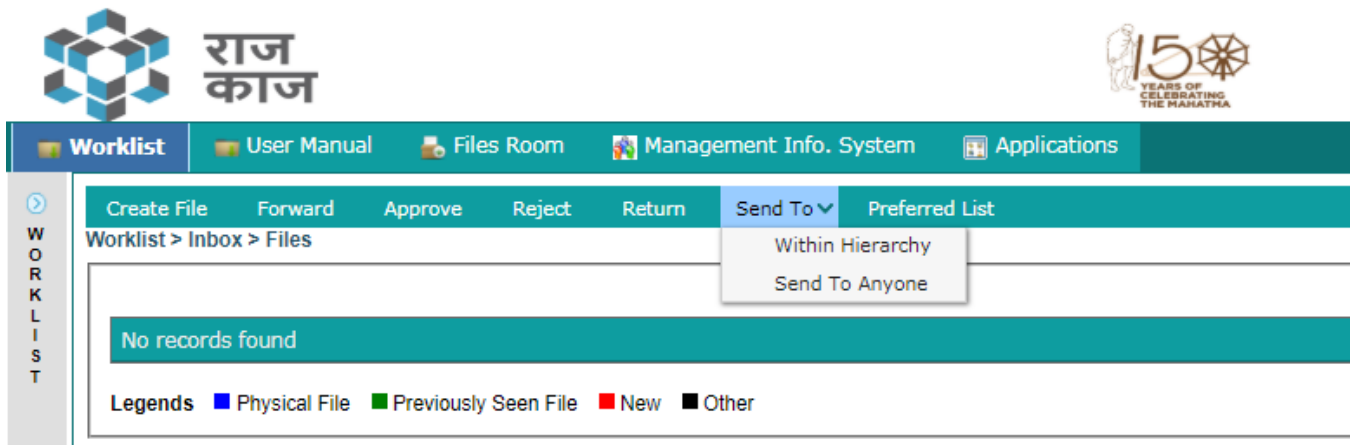
8. On clicking Create File user will get screen to add additional details like file details, Purpose, PUC, Draft, Summary and set the level of priority etc.
9. User click on Save and Close.
10. The created file will be available in the **Worklist -> Inbox -> Files** of the employee for file movement.

4.2. Send File

Path to see created file: **Raj-Kaj ->Worklist -> Inbox**

File No.	Description
F-9(123)/DoIT&C/Estb/2019-00002	Recruitment process
F-1(123)-00001	asda
DGP Office/2018-45459	SUBHASH CHAND BUNKAR (Constable, Home Department) - Request for Family Details
DGP Office/2018-45375	SUBHASH CHAND BUNKAR (Constable, Home Department) - Request for Personal Details

Once file have been created user will see created file in Inbox (**Raj-Kaj ->Worklist -> Inbox**) with file number, user have to click on respective file number to process further.



Now user can send file through below mentioned options ...

- Send to -> Within Hierarchy: User can send file in particular defined hierarchy. (Hierarchy is defined by establishment section)
- Send to -> Send to Anyone: User can send file to particular person within department or any other department.

Once user click on send to anyone, Employee search dialogue box will open to search concerning person to whom you want to send file. Once user select the user and click on ok, file will move to selected person's account.

Once file is sent file will be move from inbox to outbox.

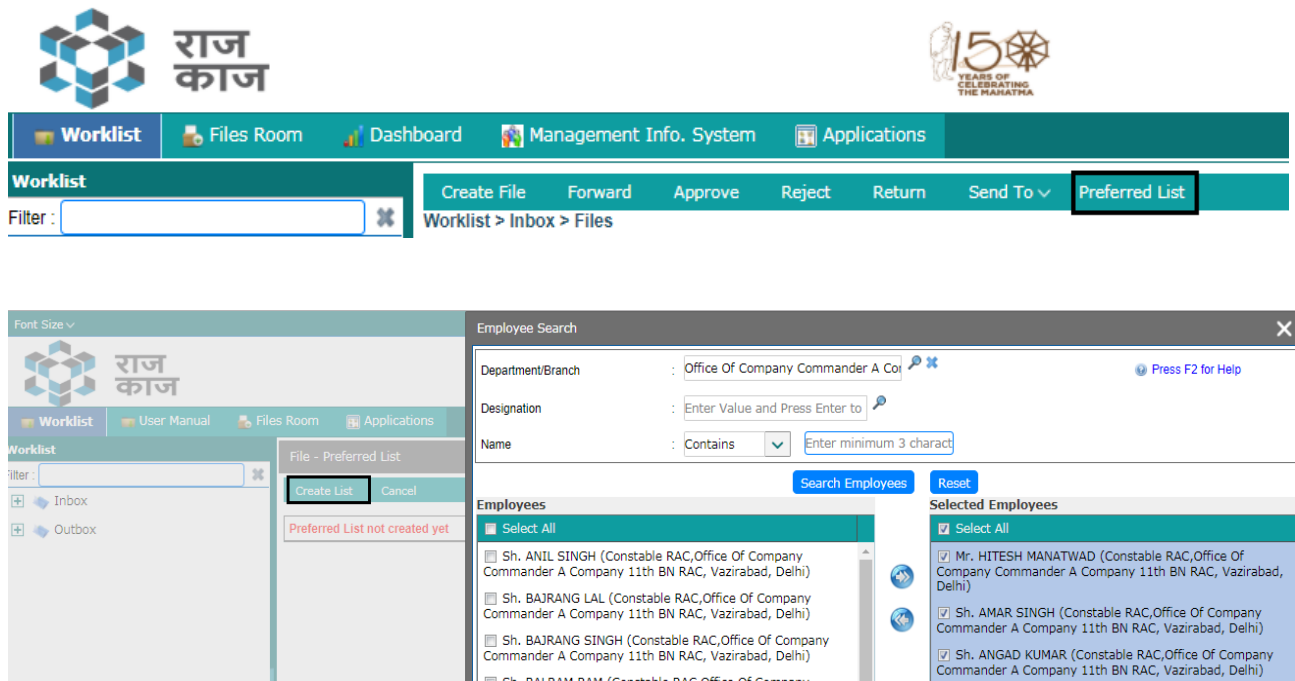
Sender can also recall file by clicking on Recall option as showing in screen and file must not be received by receiver.



Preferred List: User can create a list of those users who are frequently used to send a file, this list help to avoid searching of same user every time to send a file, find mentioned screen shot to create a preferred list...

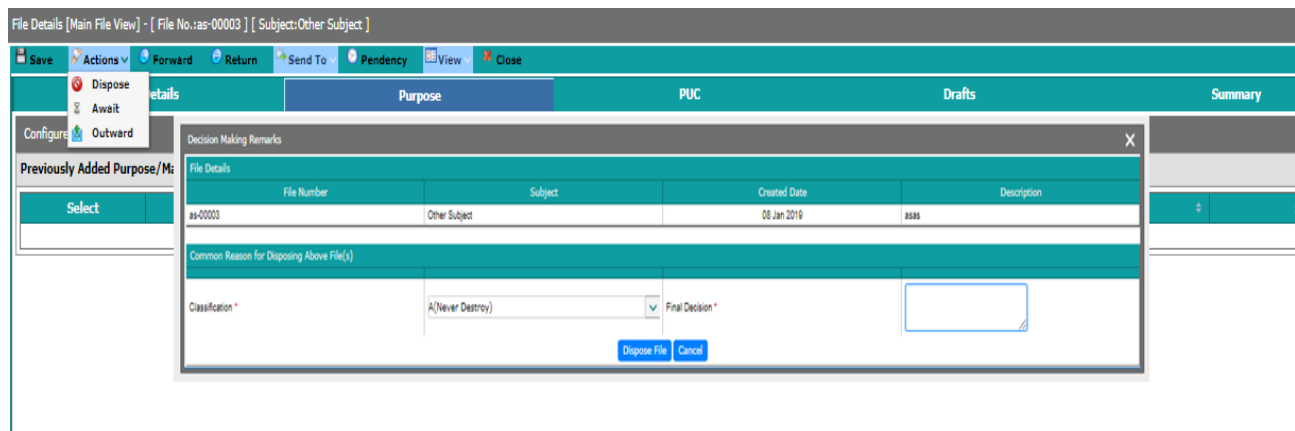
- Click on preferred list.
- Click on create list.
- Select employees from employee search screen.

- Selected employees will be added in preferred list.



4.3. Dispose File

Any file in RajKaj can be disposed by user by clicking on dispose option in Action menu. Once user click on dispose option, Dispose file dialogue box will open to dispose file.



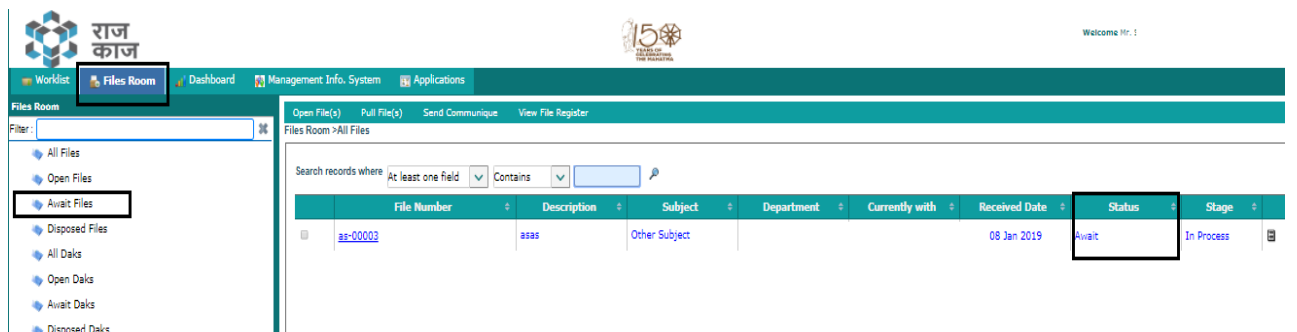
Once file is disposed file will move from inbox to Files room with disposed status, as shown in below mentioned screen.

Open File : This option is used to reopen disposed file.
Reason for disposing : This option is used to check the reason of disposed file.
View file Register : This option is used to view the actions taken on disposed files.

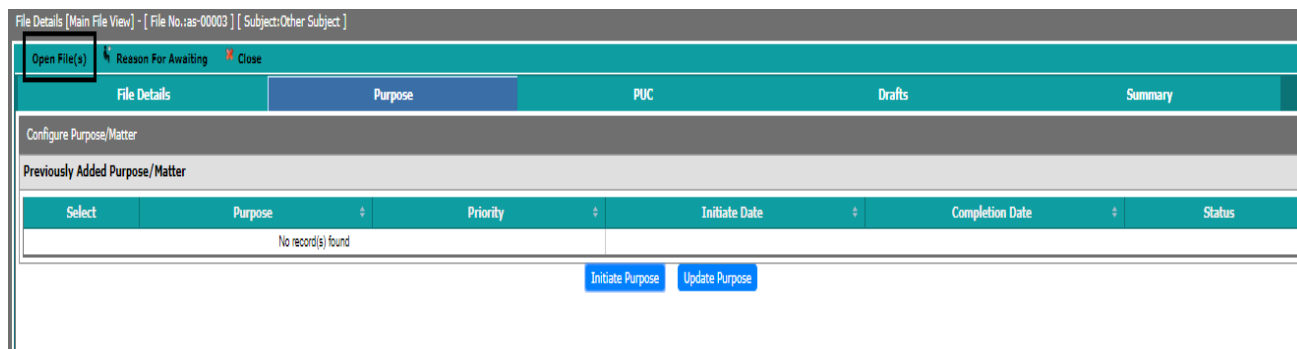


4.4. File in Await

Any file in RajKaj can be put in await status for required time by clicking on Await option in Action menu. Once file is awaited, file will move from inbox to files room with Await status.



Once file is awaited, user cannot take any action on file, till await time finish or explicitly open by user itself by clicking on file number from above mentioned screen.



4.5. Search a File

This option is used to search / Track status of any file.

User have to click on search button as shown in below mentioned screen.



Once user click on search option, search dialogue box will appears on screen.

Department : Select department name.
 File No : Enter file number (RajKaj number) to be searched.
 Report Type : Select type of report to be searched.
 Description : Select keyword to be searched in description field in file.

Search X

Department * <input type="text" value="Home Department"/>		File No. <input type="text" value="00005"/>	Description <input type="text"/>
Report Type * <input type="text" value="File"/>		Short/Computer Code <input type="text"/>	

Sr No	File No.	Description	Linked With	Pending Since	Moved From	Moved In	Referred Department	Status	Received Date
1	01-00005	Constable Bharti	-	-	Sh. PRAHLAD RAM (Constable, Police Department)	-	-	Disposed	11 Jul 2018

4.6. Files Room

Files room as name describe, user can find all types of files in Files room irrespective of status – Open / Await / Disposed.

Open Files : This option will show the list of all those files which are open and in process stage.

Await Files : This option will show all those files which are in await stage.

Disposed Files : This option will show all disposed file.

The screenshot shows the 'Files Room' section of the application. On the left, there is a sidebar with a 'Filter' dropdown and a list of file categories: All Files, Open Files, Await Files, Disposed Files, All Daks, Open Daks, Await Daks, and Disposed Daks. The main area displays a table of files under the heading 'Files Room > All Files'. The table has columns for File Number, Description, Subject, Department, Currently with, Received Date, Status, and Stage. The 'Status' column is highlighted with a red box.

File Number	Description	Subject	Department	Currently with	Received Date	Status	Stage
as-00003	asas	Other Subject	Office of Director General of Police	Mr. SUBHASH CHAND BUNKAR	08 Jan 2019	Await	In Process
f-1(123)-00001	asda	Other Subject	Office of Director General of Police	Mr. SUBHASH CHAND BUNKAR	08 Jan 2019	Open	In Process
DGP Office/2018-45597	ARUN KUMAR SIDHA (Constable, Home Department) - Request for Previous Leave	Leave Details - Establishment	Office of Director General of Police	Mr. SUBHASH CHAND BUNKAR	10 Dec 2018	Disposed	Disposed

4.7. Files Report

4.7.1. File and Dak Movement register

File and Dak movement register is used to see all the movement done from the account, lying with whom and current status of File / Dak.

Path to access report :

Raj-Kaj -> Management Info. System ->File and Dak Movement Register

Select desired option from report screen and click on “Generate Report” button to fetch report.

The screenshot shows the 'File and Dak Movement Register' screen. On the left, there is a sidebar with a 'Filter' dropdown and a list of options: File and Dak Movement Register, and Userwise pending File and Dak Register. The main area displays a form with fields for Sent Date (From 01 Jan 2019 To 08 Jan 2019), Document Type (File), Sent to (Enter min 3 chars & press enter), and Sent Time (From To). Below the form, there is a section for 'Select columns to be displayed in the report' with checkboxes for Sr. No, Document No, Description, Department, SentTo, SentDate, Lying with, Status, and Subject. At the bottom, there are buttons for 'Generate Report' and 'Reset'.

Find mentioned screen shot of generated report for your reference.

User can click on respective file number to see details of files. User can take print out of report as wellreport can be export into excel / pdf by click on respective button bottom left as shown in screen shot.

Worklist Files Room Dashboard Management Info. System Applications

Management Info. System

Filter: file and dak

File and Dak Movement Register

Userwise pending File and Dak Report

File and Dak Movement Register

Sent Date From: 01 Jan 2019 To: 08 Jan 2019, Document Type: File

Total Records: 1

Sr. No	Document No	Description	Department	SentTo	SentDate	Lying with	Status	Subject
1	F-9(123)/DoIT&C/Estb/2019-00002	Recruitment process	Office of Director General of Police	Smt. AMANJEET KAUR(HC,DGP Office)	08 Jan 2019	Smt. AMANJEET KAUR(HC,DGP Office)	Open	Other Subject

Print Export To: Excel PDF

Date: 08 Jan 2019 14:51:48

*Generated by Raj Kaj

4.7.2. Progress Report – File

Progress Report is used to track the user wise File / Dak report of whole department.

Path to access Daily Basis Report

Raj-Kaj ->Management Info. System->Progress Report – My Department - File

Dashboard Knowledge Bank Management Info. System Applications

Progress Report (For Files)

Department Name* Department of Information Technology Is Downline Required* ☒ Yes ☐ No

Date From 01 Jan 2019 To 08 Jan 2019

Note: Parameters marked with a "*" are mandatory

Select columns to be displayed in the report ☒ Select/Deselect All

☒ Sr No. ☒ Employee Name ☒ Designation ☒ Organization/Office ☒ Created Files ☒ Received Files ☒ Sent File ☒ Files in Worklist ☒ Await File ☒ Disposed File

Generate Report Reset

Dashboard Knowledge Bank Management Info. System Applications

Back

Progress Report (For Files) From 01 Jan 2019 To 08 Jan 2019 for Department of Information Technology and Communication Department

Total Records : 1245 Rows Per Page 20

Sr No.	Employee Name	Designation	Organization/Office	Created Files	Received Files	Sent File	Files in Worklist	Await File	Disposed File
312	Mrs Archana Sharma (CG1, DoIT & C)	Clerk Grade I	DoIT & C	10	0	2	8	1	0
182	Sh. Suneel Chhabra (AD, DoIT & C)	Additional Director	DoIT & C	1	0	0	1	0	0
2	Sh. Debasish Prusty (Secretary, DoIT)	Secretary	DoIT	0	1	0	1	0	0
315	Sh. Vishal Singh Rathore (CG2, DoIT & C)	Clerk Grade II	DoIT & C	0	1	0	1	0	0
5	Sh. Vishal Kumar (Nominee, DoIT & C)	Hon'ble Chief Minister	DoIT & C	0	0	0	0	0	0
6	Sh. Vinay Jain (Nominee, DoIT & C)	Hon'ble Chief Minister	DoIT & C	0	0	0	0	0	0

4.7.3. Daily Basis Report

Daily basis Report is used to track the received File / Dak on daily basis.

Path to access Daily Basis Report :

Raj-Kaj ->Management Info. System ->File Dak Reports -> Daily Basis Report

Daily Basis Report

Received Date	From 08 Jan 2019 To 08 Jan 2019	From Department	
Document Type*	File	From Person	
Designation	Enter Value and Press Enter	File No	
MR Number		Subject	

Note: Parameters marked with a "*" are mandatory

Select columns to be displayed in the report ☒ Select/Deselect All

<input checked="" type="checkbox"/> Sr. No	<input checked="" type="checkbox"/> File No.	<input checked="" type="checkbox"/> Dak No	<input checked="" type="checkbox"/> File Description	<input checked="" type="checkbox"/> MR Number	<input checked="" type="checkbox"/> From Person	<input checked="" type="checkbox"/> From Department	<input checked="" type="checkbox"/> Received Date	<input checked="" type="checkbox"/> Subject	<input checked="" type="checkbox"/> Mark To
--	--	--	--	---	---	---	---	---	---

[Generate Report](#)
[Reset](#)

Daily Basis Report

Document Type: File

Total Records : 1 Rows Per Page 20

Sr. No	File No.	File Description	MR Number	From Person	From Department	Received Date	Subject	Mark To
1	test1234-00001	test1234	-	Ravi Raj Sharma (Clerk Grade I, Agriculture Depart_	Agriculture Department	08 Jan 2019	Other Subject	-

[Print](#)
[Export To : Excel](#)

Date: 08 Jan 2019 17:00:15

*Generated by Raj Kaj

[Back](#)
[Reset Grid](#)

5. Support

SSo related help	RajKaj related help
Email : helpdeak.sso@rajasthan.gov.in Ph: 0141-5153222 (Ext. 25555) IP : 25555	Email: support.eoffice@rajasthan.gov.in Ph: 0141-5153222 (Ext 21304, 22281, 21856)