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

DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN



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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 <u>https://sso.rajasthan.gov.in/signin</u>, 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.

SI.	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 otherusers 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 S	xanfigure Subject Head(Admin) X												
Subject He	ad Details												
Department/C	Office *	Office of Director General of Po 🎤 🗱											
Subject Head	•	Man power		Subject Head (Hindi) *	Man power								
Subject Head	Short Name			Subject Head Short Name Hindi									
Subject Head	(Code) *	123		Description									
Do you want t	to create Subject Sub(Code) ? *	⊙ Yes ® No											
Access Rigl	Access Rights Details												
Access Right	Access Right(Employee Search) *												
			Add To Lis	st Reset									
SrNo	Employee Nam	e ¢		Access Rights		۰	Actions +						
1	AMANJEET KAUR(Head Constable, Home Department)			Creation Rights Admin Right									
2	Creation Rights     PRATAP SINGH(Constable,Home Department)	lmin Right		and the second s			•						
F	risting enter (consumer, while Department)		♥ Greation Right										
Do you want to	o 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:

- a. Creation Rights (Rights to create file)
- b. Workflow Rights (Rights to create workflow)

C	Configure Subject								×		
	Subject Head	Education		Subject Sub Head		<b>~</b>					
	Subject*	•			Subject (Hindi) *						
	Subject Code			Description							
			·	Add	Reset						
	Subject Name	÷	Subject Code 🔹 🛊	Subject H	ead(Sub Subject) 🕴 🗘	File Moveme	nt Purpose(s) 🗘	Actions			
t	estin	123		testin(Primary Edu	cation)	Ad	d/Edit	٢			
	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.

राज काज									
📰 Worklist 👘 User Manual 🛃 File	s Room 💦 🙀 Management In	fo. System 🔄 Applications							
Worklist	Create File								
Filter : 🗱 🕷	Note: Parameters marked with	a ** are mandatory							
Files	File Type *	Existing File O New File Referral File							
🗕 👞 Daks	Department *	Rural Development Department(Admin)							
- Thimations	Physical File No. *								
- Seen (Approve/Not Approved) File	Physical File No. (in Hindi) *								
🔁 👞 Communique Monitoring	Short Code(If Any)								
🖵 🦔 Leave-Worklist	Subject Head	Enter Value and Press Enter to Sean 🔎							
🧄 Create File	Sub Subject Head	Enter Value and Press Enter to Sear							
🛨 👞 Outbox									
👟 Initiate Dak	Subject	Other Subject							
	Description(Max 2000 characters) *								
	Electronic  Physical	Physical							
		Create File Reset Cancel							

#### 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.

Create File	reate File									
ote: Parameters marked with a *** are mandatory										
File Type *	Existing File      New File      Referral File									
Department *	Rural Development Department(Admin)									
Physical File No. *	F-9(123)/DoIT&C/Estb/2019									
Physical File No. (in Hindi) *	F-9(123)/DoIT&C/Estb/2019									
Short Code(If Any)	New Recruitment									
Subject Head	Enter Value and Press Enter to Sear									
Sub Subject Head	Enter Value and Press Enter to Sear									
Subject	Other Subject									
Description(Max 2000 characters) *	File is related with New Recruitment process in department									
Electronic  Physical	Physical									

- 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.

2 Details [Vertical View] - [File No.:F-93.1(6)/DoTT & C/2019-00010 ] [Subject:testin ]												
Actions V Forward	Return	Send To 🗸	Pendency	∕iew∨ Clo	se							
File Detail	5	Purp	ose		PUC	Summary						
Configure Purpose/M	latter											
Previously Added Purpose/Matter												
Select	Purpose	¢	Priorit	y \$	Initiate Date	¢	Completion Date	\$ State	ıs \$			
	No re	cord(s) found										
				Initiate Pu	Irpose Update Purp	ose						
	Actions  File Details Configure Purpose/N Previously Added P	Actions V Forward Return File Details Configure Purpose/Matter Previously Added Purpose/Matt Select Purpose	Actions V Forward Return Send To V File Details Purp Configure Purpose/Matter Previously Added Purpose/Matter	Actions     Forward     Return     Send To     Pendency     Mail       File Details     Purpose       Configure Purpose/Matter       Previously Added Purpose / Matter       Select     Purpose < Priority	Actions     Forward     Return     Send To     Pendency     View     Close       File Details     Purpose       Configure Purpose/Matter       Previously Added Purpose/Matter       Select     Purpose     Priority     Priority       No record(s) found	Actions     Forward     Return     Send To     Pendency     View     Close       File Details     Purpose     PUC       Configure Purpose/Matter       Previously Added Purpose/Matter       Select     Purpose     Priority     Initiate Date       No record(s) found	Actions     Forward     Return     Send To     Pendency     View     Close       File Details     Purpose     PUC     It       Configure Purpose/Matter       Previously Added Purpose/Matter       Select     Purpose     Priority     Initiate Date     Ite       No record(s) found	Actions     Forward     Return     Send To     Pendency     View     Close       File Details     Purpose     Purpose     PUC     Drafts       Configure Purpose/Matter       Previously Added Purpose/Matter       Select     Purpose     Priority           No record(s) found	Actions       Forward       Return       Send To<			

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 '*' a	Note: Parameters marked with a ** are mandatory										
File Type *	C Existing File  New File	Referral File									
Department *	Department of Information	n Technology and Communication									
Subject Head *	Education	P 14									
Sub Subject Head *	Primary Education	P #									
Subject *	Other Subject	<b>#</b> <i>A</i>									
Description(Max 2000 characters) *	New File										
C 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.
- 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.

राज काज										
📰 Worklist 📑 User Manual 🚽 Files Ro	om 👔 Dashboard 🛛 😂 Kno	owledge Bank 🛛 🙀 Management Info. System	F Applications							
Worklist	Create File									
Filter:	Note: Parameters marked with a <sup>ner</sup> are mandatory									
Create File	File Type *	Existing File     New File     Referral File								
🛨 🔖 Outbox	From Organization/Office *	Horticulture Department								
🛨 👆 Manage Outward Details	Sender Name	Mr. Suresh Kumar								
🛨 🔌 Personalised Folders	Sender Designation	AAO-1 🔎 🗱								
🛨 🧄 Delegation	Physical File No. *	f-2(!23)/HClrt/RCRT/2018								
🧤 Initiate Dak	Department MR No. *	123456								
<ul> <li>Recruitment</li> <li>My Draft Template</li> </ul>	Mark To Employee *	Sh.Karni Singh Chauhan (Inforn 🎤 🗱								
	Received Date *	07-Jan-2019								
	Subject/Description *	For Approval								
	Electronic O Physical	Electronic								
			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.

#### 4.2. Send File

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

<b>:</b>	राज काज								15*	
📰 Worklist	ᡖ Files Room 🏻 🗃	Dashboard 🛛 👸 N	Management	Info. System	🛐 Applicati	ons				
Worklist			Create F	ile Forward	Approve	Reject	Return	Send To 🗸	Preferred List	
Filter :		36	Worklist >	Inbox > Files						
Inbox			Search	records where	t least one fie	ld 🗸 I	Contains	~	۾	
📙 🔖 Daks			-		File I	No.			Description	¢
🗕 👆 👆	ations									
- 👆 Seen	(Approve/Not Approved		F-9(123)/Do	IT&C/Estb/20	19-00002		Recruit	ment process		
连 🧠 Comr	nunique Monitoring			f-1(123)-00	001			asda		-
⊨ 👟 Leave				DGP Office/2	2018-45459				5H CHAND BUNKAR (Con nent) - Request for Fami	
Create Fi				DGP Office/2	2018-45575				5H CHAND BUNKAR (Con nent) - Request for Perso	
🛨 👆 Outbox										
🛨 👞 Manage (	Outward Details		2							
🛨 👞 Delegatio	n									
👆 Initiate D	ak									

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.

Worklist	📷 User Manua	al 🛛 ᡖ File	s Room	🙀 Manag	ement Info. S	iystem	Applications	YEARS OF CELEBRATING THE MAHATMA
Create File Worklist > In		Approve	Reject	Return	Send To 🗸 Within H	Preferred lierarchy	List	
No roco	rds found				Send To	Anyone		

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.

Ŷ	राज काज								150									
🗑 Worklist	ᡖ Files Room	🔏 Dashboard	🚯 Mar	nagement Info	o. System	g Applications												
Worklist				Recall														
Filter :			×	Worklist > Out	tbox > Sent F	iles												
🕂 🔖 Inbox																		_
👆 Create Fi	le			Search reco	ords where A	t least one field	<ul> <li>Contains</li> </ul>	v	P									
🖃 👆 Outbox				•		I	File No.		÷	De	escription		Departmer	nt 4	Sent /	Received Date	Currently wit	6
📙 👆 Sent I	Files			0	F-9(123)/Do	IT&C/Estb/2019+0	10002		Recruitment	process		Office o	f Director Gener	ral of Police	08 Jan	2019 11:19 AM	Smt. AMANJEET KA	<b>U</b> R
🗕 👆 Sent	Daks																	_
🖵 🔖 Sent	Communiques																	
🛨 🔖 Manage (	Dutward Details																	
🛨 🔖 Delegatio	n																	
👆 Initiate D	lak																	

**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.



Font Size ~	Employee Search	×
रोज काज	Department/Branch : Office Of Company Commander A	Co P X 😡 Press F2 for Help
🗃 Worklist 🛛 🗃 User Manual 🛛 🚠 Files Room 🕢 Applications	Designation : Enter Value and Press Enter to	
Worklist File - Preferred List	Name : Contains 🗸 Enter minimu	m 3 charact
iller:	Search Employ	
Inbox	Employees	Selected Employees
Outbox     Preferred List not created yet	Select All	Select All
	Sh. ANIL SINGH (Constable RAC,Office Of Company Commander A Company 11th BN RAC, Vazirabad, Delhi) Sh. BAJRANG LAL (Constable RAC,Office Of Company	Mr. HITESH MANATWAD (Constable RAC,Office Of Company Commander A Company 11th BN RAC, Vazirabad, Delhi)
	Commander A Company 11th BN RAC, Vazirabad, Delhi)	Sh. AMAR SINGH (Constable RAC,Office Of Company Commander A Company 11th BN RAC, Vazirabad, Delhi)
	<ul> <li>Sh. BAJRANG SINGH (Constable RAC,Office Of Company Commander A Company 11th BN RAC, Vazirabad, Delhi)</li> <li>Sh. BAI RAM RAM (Constable RAC,Office Of Company</li> </ul>	☑ Sh. ANGAD KUMAR (Constable RAC,Office Of Company Commander A Company 11th BN RAC, Vazirabad, Delhi)

# 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.

e Details [Main File View] - [ File No.:a Save Save Octions V O Forward		ubject ] Pendency <mark>BView </mark> Close					
Oispose S Await		Purpose		PUC	Drafts		Summary
	cision Making Remarks					×	
Previously Added Purpose/Ma	e Details						
	File Number	Sut	bject	Created Date	Des	scription	
Select as 4	00003	Other Subject		08 Jan 2019	3535		÷
Con	mmon Reason for Disposing Above F	ile(s)				=	
Clas	ssification *	A(Never Destroy)	v	Final Decision *			
L			Dispose Fil	e Cancel			

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.

	राज काज	1				Welcome Mr.									
🗑 Worklis	t 🔒 Files Room	🧃 Dashboard	🙀 Ma	anagement Info. S	iystem 🔢 Applicatio	ns									
Files Room				Open File(s)	Reason for Disposing	View File Register									
Filter :			X	Files Room >Dispo	osed Files										
👆 🐴	les														
👆 Оре	n Files			Search records	where At least one field	d 🗸 Contains 🗸	Ą								
👆 Awa	t Files	_			File Number	Description	\$ Subject	¢	Department	¢	Currently with	¢	Closed Date \$	Stage	¢
👆 👆	osed Files			B as-0	00003	asas	Other Subject	-						Disposed	B
👆 🐴	aks											—			
👆 Оре	1 Daks														
👆 👆	t Daks														
👆 Disp	osed Daks														

#### 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.

रोज काज	Welcome Mr. 1	
🗰 Worklist 🛛 👼 Files Room 🔐 Dashboard 🙀	🙀 Management. Info. System 🛛 🙀 Applications	
Files Room	Open File(s) Pull File(s) Send Communique View File Register	
Filter:	IFIES Room >All Files	
👆 All Files		
💊 Open Files	Search records where At least one field V Contains V	
🔷 Await Files	File Number	; ¢ Stage ¢
Disposed Files	asas Other Subject 08 Jan 2019 Await	In Process
🔷 All Daks		
🔖 Open Daks		
🔖 Await Daks		
Disposed Daks		

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.

File Details [Main File View] - [ File No.:as-00003 ] [ Subject: Other Subject ]											
Open File(s) 🕏 Reason For Awaiting 💌 Close											
	Fil	e Details		Purpose		PUC	Di	rafts	Summary		
Config	Configure Purpose/Matter										
Previo	Previously Added Purpose/Matter										
	Select	Purpos	e (	¢ Priorit	<b>y</b> \$	Initiate Date	÷	Completion Date	¢	Status	
			No record(s) found								
					Ini	tiate Purpose Update Purpose					

#### 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.

🚰 Home	🔅 Settings	🤏 Chat	💐 Language 🗸	🕑 Help	🔍 Search	Back to SSO	<u> 4</u> Logout
			w	<b>/elcome</b> Sh.	ł	1	
Once user c	lick on search	option, sea	rch dialogue box	will appea	irs on screen.		
Departmen	t :	Select depa	artment name.				
File No	:	Enter file n	umber (RajKaj n	umber) to	be searched.		
Report Type	e :	Select type	of report to be	searched.			
Description	:	Select keyv	word to be searc	hed in des	cription field in	n file.	

Search												
Department *	Home Department	PX	File No.	00005								
Report Type *	File		Description									
Short/Computer Code												

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

Search

## 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.

worklist 🔓 Files Room	ai Dasi	hboard	🙀 Management Info. System	E Applications	3					
Files Room			File(s) Pull File(s) Send C com >All Files	Communique Vie	w File Register					
<ul> <li>All Files</li> <li>Open Files</li> </ul>		Sear	ch records where At least one fie	ld 🗸 Contains	×	P				
<ul> <li>Await Files</li> <li>Disposed Files</li> </ul>			File Number 🔶	Description \$	Subject 🔅	Department \$	Currently with	Received Date	Status	¢ Stage ≎
🔷 All Daks			<u>as-00003</u>	asas	Other Subject	Office of Director General of Police		08 Jan 2019	Await	In Process
🔖 Open Daks			<u>f-1(123)-00001</u>	asda	Other Subject	Office of Director General of Police		08 Jan 2019	Open	In Process
<ul> <li>Await Daks</li> <li>Disposed Daks</li> </ul>			DGP Office/2018-45597	ARUN KUMAR SIDHA (Constable, Home Department) - Request for Previous Leave	Leave Details - Establishment	Office of Director General of Police		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.

	-			_			_							
	Worklist	ᡖ Files Room	💧 Dashb	bard	🙀 Manage	ment Info. Syste	n 💽 Ap	plications						
Mana	gement In	ıfo. System							File and	Dak Movem	ent Register			
Filter :	file and da	ak	×									-1		
	👆 File an	d Dak Movement	Register	Sent Da	ite Fro	om 01 Jan 2019	<u>п</u> то 08	3 Jan 2019	<b>1</b>		Document Type	File	~	
-	👆 Userwi	ise pending File a	ind Dak Re	Sent to	En	ter min 3 chars & p	ress enter	s enter 🔎			Sent Time	From	C To C	
				Select of	columns to b	e displayed in the re	port 🕜 Sel	ect/Deselect	t All					
				🗹 Sr. N	lo	Document No	Descrip	tion	Department	SentTo	SentDate	Lying with	Status	Subject
									Ger	nerate Report	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	ᡖ Files Room	🔏 Dashb	oard 🙀 Ma	anagement Info. Sys	tem 🔄 Applicatio	ons							
Management Inf	fo. System											Bad	
Filter : file and da	k	×											
👆 File and	Dak Movement	Register				File en	d Dale Mayamant I	Devieter					
👆 Userwis	se pending File a	nd Dak Re			Sent Date From	rile and n: 01 Jan 2019 To: 08	d Dak Movement I	<b>tegister</b> nt Type: File					
					Sent Date I for	n. 01 Jan 2013 10. 00	Jan 2015, Documer	п туре. т пе					
			Sr. No 🗘	Document No 🗘	Description 🗘	Department 💠	SentTo 🗘	SentDate 🕴	Lying with 🗘	Status	\$	Subject	
			1	<u>F-</u> 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	
			🖨 <u>Print</u> Exp	ort To : 🔳 Excel 🐔	PDF								
			Date:08 Jan 2 *Generated by										

## 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. Sys	tem 🔢 Application	ons						
Progress Report (For Files)										
Department Name*	D	Department of Information Te 🔎 🗱 Is Downline Required*								
Date From 01 Jan 2019 前 To 08 Jan 2019 前										
Note: Parameters marked with a 🍟 are mandatory										
Select columns to be displayed in the report 🛛 🐼 Select/Deselect All										
Sr No.	Sr No. Employee Name Designation		Organization/Office	n/Office 🗹 Created Files 🗹 Receive		Sent File	Files in Worklist	🗹 Await File	Disposed File	
Generate Report Reset										

Dashboard 📓 Knowledge Bank 🙀 Management Info. System 🔛 Applications

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

[1-20/: [1-20/:									
Sr No.‡	Employee Name 🗘	Designation \$	Organization/Office ‡	Created Files 🗘	Received Files‡	Sent File 💠	Files in Worklist	Await File 💠	Disposed File
312	MrsArchana Sharma (CG1,DoIT & C)	Clerk Grade I	DoIT & C	<u>10</u>	<u>0</u>	2	<u>8</u>	1	<u>0</u>
182	Sh.Suneel Chhabra (AD,DoIT & C)	Additional Director	DoIT & C	1	<u>0</u>	<u>0</u>	1	<u>0</u>	<u>0</u>
2	Sh.Debasish Prusty (Secretary,DoIT)	Secretary	DoIT	<u>0</u>	1	<u>0</u>	1	<u>0</u>	<u>0</u>
315	Sh.Vishal Singh Rathore (CG2,DoIT & C)	Clerk Grade II	DoIT & C	<u>0</u>	<u>1</u>	<u>0</u>	1	<u>0</u>	<u>0</u>
5	Sh.Vishal Kumar (Nominee,DoIT & C)	Hon'Ble Chief Minister	DoIT & C	<u>0</u>	<u>0</u>	<u>0</u>	<u>o</u>	<u>0</u>	<u>0</u>
6	Sh.Vinay Jain (Nominee,DoIT & C)	Hon'Ble Chief Minister	DoIT & C	<u>0</u>	Q	<u>0</u>	<u>0</u>	Q	<u>o</u>

# 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 2	2019 💼 To 08 Ja	n 2019 💼		Fro	n Department		٩	ø		
Document Type*	File	~			From	n Person		ø	ø		
Designation	esignation Enter Value and Press Enter t										
MR Number					Sub	Subject					
Note: Parameters marked	Note: Parameters marked with a 🕷 are mandatory										
Select columns to be disp	Select columns to be displayed in the report 🛛 🕑 Select/Deselect All										
Sr. No	File No.	🖉 Dak No	From Person	From Department	Received Date	Subject	Mark To				
				Generate Rep	ort Reset						

#### Daily Basis Report

Document Type: File

Sr. No	File No.		File Description		MR Number		From Person 🔶	From Department 💠	Received Date	Subject		Mark T
1	test1234-00001		test1234				Ravi Raj Sharma (Clerk Grade I, Agriculture Depart <u></u>	Agriculture Department	08 Jan 2019	Other Subject	-	
Print Export To : 🔟 Excel												
	019 17:00:15 Raj Kaj											

# 5. Support

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