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 | ubject Head(Admin) | | | | | | × | | | | | | |
|----------------|--|----------------------------------|------------|-------------------------------|-----------|---|-----------|--|--|--|--|--|--|
| Subject He | ubject Head Details | | | | | | | | | | | | |
| Department/0 | 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 | to create Subject Sub(Code) ? * | © Yes ® No | | | | | | | | | | | |
| Access Rig | Access Rights Details | | | | | | | | | | | | |
| Access Right | (Employee Search) * | P | | | | | | | | | | | |
| | | | Add To Lis | st Reset | | | | | | | | | |
| SrNo | Employee Nam | ie ¢ | | Access Rights | | φ | Actions + | | | | | | |
| 1 | AMANJEET KAUR(Head Constable, Home Department) | | | Creation Rights Admin Right | | | | | | | | | |
| 2 | Creation Rights Ac | lmin Right | | Secondar Dista Dista | | | • | | | | | | |
| Ľ | risting enter (consumer, while Department) | | | Creation Rights @ Admin 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 | | | ~ | | | | |
| | 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) | | Add | <u>l/Edit</u> | 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 ^w are mandatory | | | | | | | | | |
| Files | File Type * | • Existing File 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 | |
|---------------------------------------|--|
| lote: Parameters marked with | a *** are mandatory |
| File Type * | Existing File O 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.

| ails [Vertical View] - [File No.:F-93.1(6)/DoIT & C/2019-00010] [Subject:testin] | | | | | | | | | | | | | |
|--|--|---|--|--|--|---|---|--|---|--|--|--|--|
| Actions V Forward | Return | Send To 🗸 | Pendency | ∕iew∨ Clo | se | | | | | | | | |
| File Detail | 5 | Purp | ose | | PUC | C | Drafts | Summary | | | | | |
| Configure Purpose/Matter | | | | | | | | | | | | | |
| Previously Added Purpose/Matter | | | | | | | | | | | | | |
| Select | Purpose | ¢ | Priorit | y \$ | Initiate Date | ¢ | Completion Date | \$ State | ıs \$ | | | | |
| | No re | cord(s) found | | | | | | | | | | | |
| Initiate Purpose Update Purpose | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | [Vertical View] - [Fild Actions V Forward File Details Configure Purpose/M Previously Added P Select | [Vertical View] - [File No.:F-93.1(6] Actions ✓ Forward Return File Details Configure Purpose/Matter Previously Added Purpose/Matter Select Purpose Solor No re | [Vertical View] - [File No.:F-93.1(6)/DoIT & C/20 Actions V Forward Return File Details Purp Configure Purpose/Matter Previously Added Purpose/Matter Select Purpose No record(s) found | [Vertical View] - [File No.:F-93.1(6)/DOTT & C/2019-00010] [St Actions V Forward Return Send To V Pendency V File Details Purpose Configure Purpose/Matter Previously Added Purpose/Matter Select Purpose Priority No record(s) found | [Vertical View] - [File No.:F-93.1(6)/DOIT & C/2019-00010] [Subject:testin Actions V Forward Return Send To V Pendency View V Clo File Details Purpose Configure Purpose/Matter Previously Added Purpose/Matter Select Purpose Priority \$ No record(s) found Initiate Purpose Initiate Purpose | [Vertical View] - [File No.:F-93.1(6)/DoIT & C/2019-00010] [Subject:testin] 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 Initiate Purpose Update Purpose | [Vertical View] - [File No.:F-93.1(6)/DoIT & C/2019-00010] [Subject:testin] Actions V Forward Return Send To V Pendency View V Close File Details Purpose PUC If Configure Purpose/Matter Previously Added Purpose/Matter File Details Purpose Priority Initiate Date | [Vertical View] - [File No.:F-93.1(6)/DOIT & C/2019-00010] [Subject:testin] Actions V Forward Return Send To V Pendency View V Close File Details Purpose PUC Drafts Configure Purpose/Matter Previously Added Purpose/Matter Initiate Date Purpose Completion Date No record(s) found Initiate Purpose Update Purpose | [Vertical View] - [File No.:F-93.1(6)/DoIT & C/2019-00010] [Subject:testin] Actions V Forward Return Send To V Pendency View V Close File Details Purpose PUC Drafts Summary Configure Purpose/Matter Forviously Added Purpose/Matter Select Purpose Priority Initiate Date Completion Date Statu Select Purpose Priority Initiate Date Completion Date Statu No record(s) found Initiate Purpose Update Purpose Update Purpose Statu | | | | |

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 * | 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 | # <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.

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|-------------------------------------|------------------------------------|---|--------------------------|--|--|--|--|--|--|--|--|
| 📰 Worklist 📑 User Manual 🚽 Files Ro | om 👔 Dashboard 🛛 😂 Kno | owledge Bank 🛛 🙀 Management Info. System | F Applications | | | | | | | | |
| Worklist | Create File | Create File | | | | | | | | | |
| Filter: | Note: Parameters marked with a *** | Note: Parameters marked with a ** 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 | | | | | | | | | |
| Recruitment My Draft Template | Mark To Employee * | Sh.Karni Singh Chauhan (Inforn 🎤 🗱 | | | | | | | | | |
| | Received Date * | 07-Jan-2019 | | | | | | | | | |
| | Subject/Description * | For Approval | | | | | | | | | |
| | Electronic Physical | Electronic | | | | | | | | | |
| | | ſ | 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

| : | 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 | d) Files | | F-9(123)/Do | IT&C/Estb/20 | 19-00002 | | Recruit | ment process | |
| 连 🧠 Comr | nunique Monitoring | | | f-1(123)-00 | 001 | | | asda | | - |
| - Leave | e-Worklist Morklist | | | DGP Office/2 | 2018-45459 | | | SUBHAS Departm | 5H CHAND BUNKAR (Con nent) - Request for Fami | istable, Home ly Details |
| Create Fi | le | | | DGP Office/2 | 2018-45575 | | | SUBHAS Departm | 5H CHAND BUNKAR (Con nent) - Request for Perso | stable, Home onal Details |
| 🛨 👆 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.

| | ŷ | | राज राज | | | | | | G | 15 CAR |
|-------------|----------------|---------------------|-----------------------|------------|-----------|----------|---------------------------------|----------------------------------|--------------|--------|
| | Worklis | it I | 📷 User Manua | l 🛛 ᡖ File | is Room | 🙀 Manage | ement Info. S | System | Applications | |
|) WORK | Crea Workli | te File st > Inb | Forward ox > Files | Approve | Reject | Return | Send Tov Within H Send To | Preferred Hierarchy Anyone | List | |
| L I S | No | record | s found | | | | | | | |
| т | Leg | ends | Physical File | Previously | Seen File | New O | ther | | | |

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.

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|---------------|-----------------|-------------|-------|----------------|---------------|-------------------|------------------------------|---|-------------|---------|------------|----------|------------------|---------------|--------|---------------|------------------|----|
| 🗑 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 | Contains | × | 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 | UR |
| 🗕 👆 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 V | Employee Search | | × |
|--|---|-------------|---|
| राज काज | Department/Branch : Office Of Company Command | ler A Cot 🖇 | Press F2 for Help |
| 🛒 Worklist 👘 User Manual 🐁 Files Room 🗃 Applications | Designation : Enter Value and Press Enter t | 0 | |
| Worklist File - Preferred List | Name : Contains 🗸 Enter mi | nimum 3 c | haract |
| ilter: Create List Cancel | Search E | mployees | Reset |
| 🛨 🥎 Inbox | Employees | | Selected Employees |
| Outbox Preferred List not created yet | Select All | | V Select All |
| | Sh. ANIL SINGH (Constable RAC,Office Of Company Commander A Company 11th BN RAC, Vazirabad, Delhi) Sh. BAIRANG LAL (Constable RAC Office Of Company | Î 📀 | 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 |
| | Sh. BAJRANG SINGH (Constable RAC,Office Of Company Commander A Company 11th BN RAC, Vazirabad, Delhi) Sh. BAI RAM RAM (Constable RAC.Office Of Company | | Commander A Company 11th BN RAC, Vazirabad, Deini) 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.

| File Details [Main File View] - [File I | No.:as-00003] [Subj | ject:Other Subject] | | | | | | | | | | |
|---|------------------------|----------------------|------------------|--------------------|-------------|---------|--|--|--|--|--|--|
| Save Actions OFForward OFForward Send To Pendency Close | | | | | | | | | | | | |
| S Await | i | Purp | ose | PUC | Drafts | Summary | | | | | | |
| Configure 🛕 Outward | Decision Making Remark | 5 | | | | × | | | | | | |
| Previously Added Purpose/Ma | File Details | | | | | | | | | | | |
| 0-1-4 | | File Number | Subject | Created Date | Description | | | | | | | |
| Select | as-00003 | | Other Subject | 08 Jan 2019 | 8535 | | | | | | | |
| | Common Reason for Dis | posing Above File(s) | | | | | | | | | | |
| | Classification * | | A(Never Destroy) | V Final Decision * | | 1 | | | | | | |
| | | Dispose File 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 | • | | | Welcom | | | | | | | | | | | |
|------------|-----------------|-------------|-----|-------------------|-----------------------------------|---------------|---------------|---------------|---|------------|---|----------------|---|---------------|----------|---|
| 🗃 Work | st 🔒 Files Room | 🔏 Dashboard | 🙀 M | anagement Info. S | ement Info. System 🙀 Applications | | | | | | | | | | | |
| Files Room | | - | _ | Open File(s) | Reason for Dispo | sing View | File Register | | | | | | | | | |
| Filter : | | | X | Files Room >Disp | posed Files | | | | | | | | | | | |
| 👆 🌾 | Files | | | | | | | | | | | | | | | |
| 👆 Ор | en Files | | | Search record | is where At least o | ine field 🗸 🗸 | Contains 🗸 | Ņ | | | | | | | | |
| 👆 Aw | ait Files | _ | | | File Number | ÷ | Description | + Subject | ¢ | Department | ¢ | Currently with | ¢ | Closed Date + | Stage | ¢ |
| 👆 bis | posed Files | | | 0 <u>as</u> - | 00003 | asa | as | Other Subject | | | | | | | Disposed | B |
| 👆 🌾 | Daks | | | | | | | | | | | | - | | | |
| 👆 Ор | en Daks | | | | | | | | | | | | | | | |
| 👆 Aw | ait Daks | | | | | | | | | | | | | | | |
| 👆 Dis | posed 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: | Files Room >All Files | |
| All Files Open Files | Search records where At least one field 🗸 Contains 🗸 🌔 | |
| 👆 Await Files | File Number | ¢ Stage ¢ |
| Disposed Files | as-00003 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 | | | | | | | | | | | |
| File Deta | ils | | Purpose | | PUC | Drafts | | Summary | 1 | | |
| Configure Purpose/Matter | Configure Purpose/Matter | | | | | | | | | | |
| Previously Added Purpose/N | Previously Added Purpose/Matter | | | | | | | | | | |
| Select | Purpos | e ÷ | Priority | ÷ | Initiate Date | ÷ | Completion Date | ÷ | Status | | |
| | | No record(s) found | | | | | | | | | |
| Initiate 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.

| 付 Home | 🔅 Settings | 🤏 Chat | 💐 Language 🗸 | 🕑 Help | 🔍 Search | Back to SSO | <u> 4</u> Logout |
|-------------|----------------|--------------|------------------|--------------------|-------------------|-------------|------------------|
| | | | w | /elcome 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 | ᡖ Files Room | al Dash | board | 🙀 Management Info. Syste | em 🛛 🛐 Application: | s | | | | | | |
|-------------|--------------------------------|---------|--------|-------------------------------|--|----------------------------------|---|-----------------------------|-------------|----------|---|------------|
| Files Room | | | Open F | - File(s) Pull File(s) Sen | d Communique Vie | w File Register | | | | | | |
| Filter : | Filter: Files Room > All Files | | | | | | | | | | | |
| 🔖 All Files | | | | | | | | | | | _ | |
| 👆 Open Fil | es | | Searc | h records where At least one | field 🗸 Contains | • | <i>P</i> | | | | | |
| 👆 Await Fil | les | | | File Number | ≜ Description ≜ | Subject 🌢 | Denartment 4 | Currently | Received | Status | ÷ | Stage 4 |
| 👆 Disposed | d Files | | | | v Beschption v | bubjette + | b op a remone v | with * | Date | Status | | otage + |
| 👆 All Daks | | | | <u>as-00003</u> | asas | Other Subject | Office of Director General of Police | Mr. SUBHASH CHAND BUNKAR | 08 Jan 2019 | Await | 1 | In Process |
| 👆 Open Da | aks | | | <u>f-1(123)-00001</u> | asda | Other Subject | Office of Director General of Police | Mr. SUBHASH CHAND BUNKAR | 08 Jan 2019 | Open | | In Process |
| 🔖 Await Da | aks d Daks | | | 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.

| | - | | | | | | | | | | | | |
|----------|-------------|--------------------|------------|----------|---|-----------------------|-----------------|-------------|----------------|---------------|------------|--------|---------|
| | Worklist | ᡖ Files Room | 💧 Dashb | bard | 🙀 Manage | ment Info. Syste | n 💽 Applicat | ions | | | | | |
| Mana | gement In | ifo. System | | | | | | File and | l Dak Mover | nent Register | | | |
| Filter : | file and da | łk | × | | | | | | | | -1 | | |
| | 🏷 File an | d Dak Movement | Register | Sent Da | te Fro | m 01 Jan 2019 | 10 08 Jan | 2019 | | Document Type | File | ~ | |
| - | 👆 Userwi | ise pending File a | ind Dak Re | Sent to | Enter min 3 chars & press enter 🔎 Sent Time From 🗘 To | | | | | | | | |
| | | | | Select o | columns to b | e displayed in the re | port 🕜 Select/D | eselect All | | | | | |
| | | | | 🗷 Sr. N | 10 | Document No | Description | Department | SentTo | SentDate | Lying with | Status | Subject |
| | | | | | | | | Ge | enerate 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 🙀 🖡 | lanagement Info. Sys | stem 💽 Applicatio | ons | | | | | | | | |
|-----------------------|------------------|-----------|-----------------------------|--|------------------------|---|---|-------------|---|--------|------------------|--|--|--|
| Management Inf | o. System | | | | | | | | | | Bac | | | |
| Filter : file and dak | (| X | | | | | | | | | | | | |
| 👆 File and | Dak Movement | Register | | | | File en | d Del: Meyement I | Deviator | | | | | | |
| 👆 Userwis | e pending File a | nd Dak Re | | Sent Date From: 01 Jan 2019 To: 08 Jan 2019. Document Type: File | | | | | | | | | | |
| | | | | | Sent Date 110 | n. 01 Jan 2013 10. 00 | Jan 2019, Docume | пстуре.тпе | | | | | | |
| | | | | | | | | | | | | | | |
| | | | 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 | | | |
| | | | ☐ Print Ex | port To : 🔳 <u>Excel</u> 📩 | PDF | | | | | | | | | |
| | | đ | Date:08 Jan *Generated t | 2019 14:51:48 <mark>Iy Raj Kaj</mark> | | | | | | | | | | |

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 🛛 🦉 I | (nowledge Bank | 🙀 Management Info. Syst | tem 🔢 Applicati | ons | | | | | |
|--|----------------|-----------------------------|---------------------|-----------------------|----------------|------------|-------------------|--------------|---------------|
| Progress Report (For Files) | | | | | | | | | |
| Department Name* | De | epartment of Information Te | P X | Is Downline Required* | | ⊛ Yes ○ No | | | |
| 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. | 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

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

| | | | | | | т | otal Records : 1245 | Rows Per Page 20 | ~ |
|---------|---|------------------------|-----------------------|------------------|-------------------|-------------|----------------------|------------------|--------------------|
| K K | (1-20/124) | | | | | | | | |
| 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>o</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> | 1 | <u>0</u> | 1 | <u>0</u> | <u>o</u> |
| 5 | Sh.Vishal Kumar (Nominee,DoIT & C) | Hon'Ble Chief Minister | DoIT & C | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| 6 | Sh.Vinay Jain (Nominee,DoIT & C) | Hon'Ble Chief Minister | DoIT & C | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</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 🟥 | | From | n Department | | ٦ | P | | |
| Document Type* | File | ~ | | | From | From Person | | | | | |
| Designation | Enter Value and Press Enter t | | | | | | | | | | |
| MR Number | | | | | Sub | Subject | | | | | |
| Note: Parameters marked with a ** are mandatory | | | | | | | | | | | |
| Select columns to be displayed in the report 🧭 Select/Deselect All | | | | | | | | | | | |
| Sr. No | File No. | 🗹 Dak No | File Description | MR Number | From Person | From Department | Received Date | Subject | Mark To | | |
| | Generate Report Reset | | | | | | | | | | |

Daily Basis Report

Document Type: File

| | | | | | | | | Tota | Records : 1 Ro | ows Per Page | 20 |
|--|--|---|--------------------|--|-------------|--|------------------------|---------------|----------------|--------------|---------|
| Sr. No | File No. | ¢ | File Description 💠 | | MR Number 🔶 | From Person 🔶 | From Department 💠 | Received Date | : Subj | ect ¢ | Mark To |
| 1 | test1234-00001 | | test1234 | | | Ravi Raj Sharma (Clerk Grade I, Agriculture Depart <u></u> | Agriculture Department | 08 Jan 2019 | Other Subject | | |
| Print Exp Date:08 Jan 20 *Generated by | oort To : 💌 <u>Excel</u> 019 17:00:15 <mark>Raj Kaj</mark> | | | | | | | | | | |
| | Back Reset Grid | | | | | | | | | | |

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 | |