

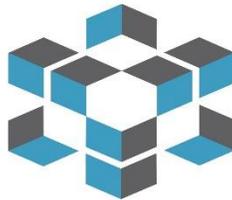
FILE MANAGEMENT  
**RAJ-KAJ**  
**(INTEGRATED RAJ E-OFFICE)**

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DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN

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**राज-काज**

## Contents

1. Introduction.....	3
2. User Roles.....	3
3. Accessing Raj-Kaj .....	3
4. Features and Functionality (employee as applicant).....	4
4.1 Define Subject Head .....	5
4.2 Subject Creation.....	5
4.3 File Creation.....	6
5. Support.....	9



## 1. Introduction

The objective of File Management Module is to manage the Organizations/State Government Departments/PSUs file related activities through which user can track offices on single click.

## 2. User Roles

Based on the below mentioned user roles, access rights will be given. A description of various roles is as follows:

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

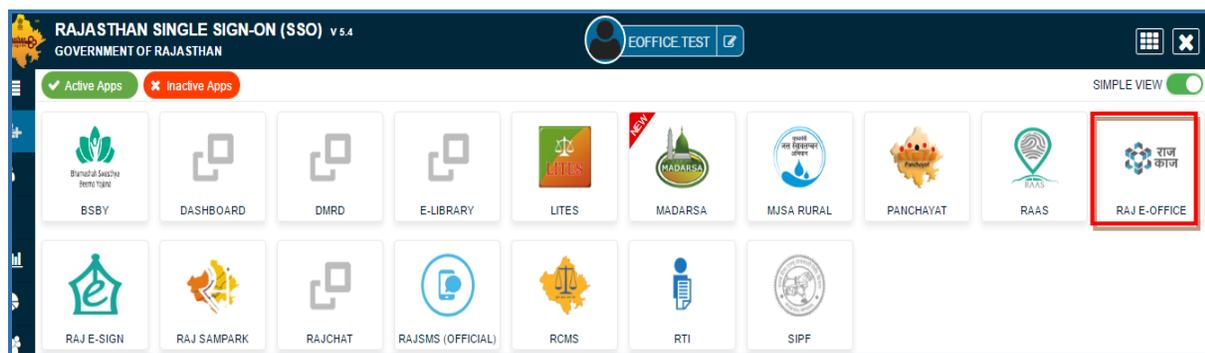
## Pre-requisites

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)

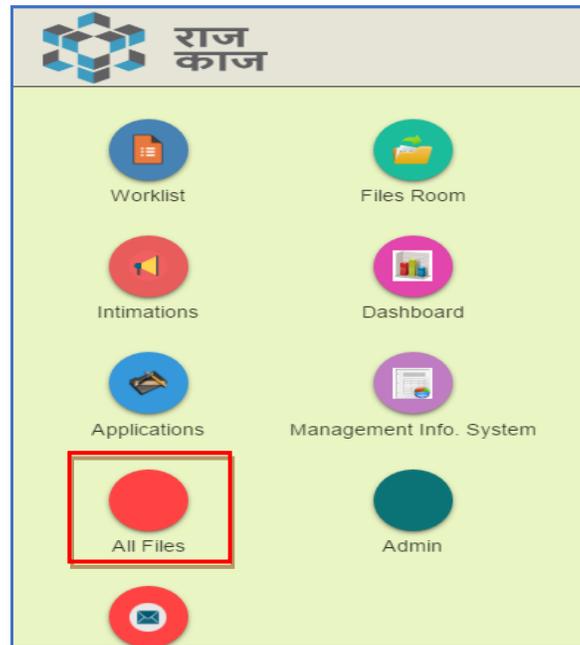
## 3. Accessing Raj-Kaj

Using the credentials (SSO Username & Password) user is required to login to the SSO portal <https://sso.rajasthan.gov.in/signin>, The 'Raj-Kaj' icon will appear as under:



#### 4. Features and Functionality (employee as applicant)

On clicking Raj-Kaj, user reaches the Raj-Kaj page as under:



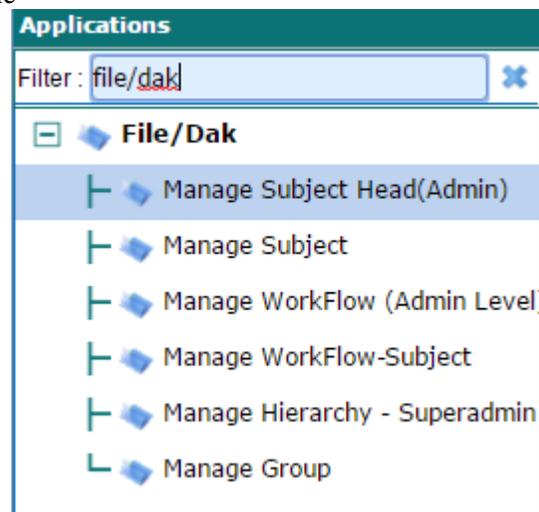
Based on the access rights provided and the roles, a user will perform the following file related functions through this module:

- **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. **(Refer path 1)**
- **Subject Creation:** Users who have Subject creation rights can create subject and give access rights other users to create file and define workflow. **(Refer to path 2)**
- **File Creation:** Users can create file and define workflow **(Kindly refer to path 3)**

**Path1:** Raj e-Office → Applications → File/Dak → Manage Subject Head(Admin)

**Path 2:** Raj e-Office → Applications → File/Dak → Manage Subject

**Path 3:** Worklist → Create File



## 4.1 Define Subject Head

Path:: **Raj-Kaj → Applications → File/Dak → Manage Subject Head(Admin)**

1. Through this screen Establishment user can define subject head and provide access rights to other users. Following types of access rights can be given to the users:
  - a. Creation Rights
  - b. Admin Right

Manage Subject Head(Admin)

**Configure Subject Head(Admin)** ✕

**Subject Head Details**

Department/Office *	Information Technology and Com <span style="font-size: small;">🔍 ✕</span>	Subject Head (Hindi) *	<input type="text"/>
Subject Head *	<input type="text"/>	Subject Head Short Name Hindi	<input type="text"/>
Subject Head Short Name	<input type="text"/>	Description	<input type="text"/>
Subject Head(Code) *	<input type="text"/>		
Do you want to create Subject Sub(Code) ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No		

**Access Rights Details**

Access Right(Employee Search) *	Enter min 3 chars & press enter <span style="font-size: small;">🔍</span>
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Yes  No

## 4.2 Subject Creation

Path:: **Raj-Kaj → Applications → File/Dak → Manage Subject**

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

## Manage Subject

Configure Subject
✕

Subject Head	Education	Subject Sub Head	<input type="text"/>
Subject *	<input type="text"/>	Subject (Hindi) *	<input type="text"/>
Subject Code	<input type="text"/>	Description	<input style="height: 20px;" type="text"/>

Subject Name	Subject Code	Subject Head(Sub Subject)	File Movement Purpose(s)	Actions
testin	123	testin(Primary Education)	<a href="#">Add/Edit</a>	-

### 4.3 File Creation

Path:: **Raj-Kaj → Worklist→Create File**

Based on the file type, there can be three ways in which a user can create a file.

- Existing File (explain)
- New File (explain)
- Referral File (explain)

#### 1. Existing File Creation

User can add an existing file (old file) in the file module by the using the Existing File radio button.

1. Select file type as existing file.
2. Provide physical file no. of the existing file and Computer No. (if any).
3. Enter description for the file and click create.

Create File

Note: Parameters marked with a "\*" are mandatory

File Type *	<input checked="" type="radio"/> Existing File <input type="radio"/> New File <input type="radio"/> Referral File
Department *	Department of Information Technology and Communication
Physical File No. *	<input type="text" value="F-1(123)/DOIT&amp;C/Estb/2017"/>
Physical File No. (in Hindi) *	<input type="text" value="F-1(123)/DOIT&amp;C/Estb/2017"/>
Short Code(if Any)	<input type="text" value="2334"/>
Subject Head	<input type="text" value="Enter Value and Press Enter to Search"/> 🔍
Sub Subject Head	<input type="text" value="Enter Value and Press Enter to Search"/> 🔍
Subject	<input type="text" value="Other Subject"/> 🔍
Description(Max 2000 characters) *	<input style="height: 20px;" type="text" value="Payment related with Raj Kaj Project"/>
<input type="radio"/> Electronic <input checked="" type="radio"/> Physical	Physical

## 2. New File Creation

User can create a new file in the file module by using the new file radio button.

1. Select subject head from the options available. Only those subject heads will be available to the user to which he has been provided access rights.
2. Based on the selected subject head, select sub-subject head (if any) and subject.
3. Provide description of file
4. Select whether it is electronic file or physical file and click on 'Create File'.

Create File

Note: Parameters marked with a "\*" are mandatory

File Type *	<input type="radio"/> Existing File <input checked="" type="radio"/> New File <input type="radio"/> Referral File
Department *	Department of Information Technology and Communication
Subject Head *	<input type="text" value="IT Day Seminar"/> 🔍 ✕
Subject *	<input type="text" value="IT day for the year 2017"/> 🔍 ✕
Description(Max 2000 characters) *	<input type="text" value="Payment related with Raj Kaj Project"/>
<input checked="" type="radio"/> Electronic <input type="radio"/> Physical	Electronic

5. On clicking Create File, more File details like Status, Confidentiality, Priority, Manual File No. to be provided by the User and click on Save and Close.
6. The created file will be available in the Worklist → Inbox → Files of the employee for file movement.

Save Actions Forward Return Send To Pendency View Close

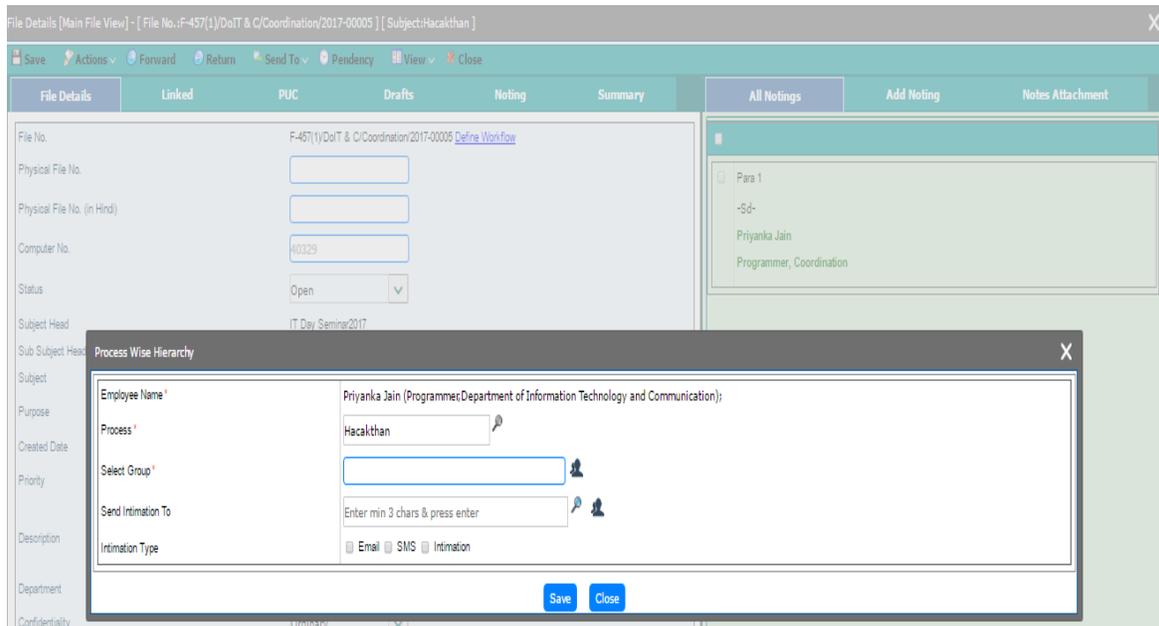
File Details	Purpose	PUC	Drafts	Summary
File No.	F-4(123)/DOIT&C/2017-00142 <a href="#">Define Workflow</a>			
Physical File No.	<input type="text" value="F-4(123)/DOIT&amp;C/2017"/>			
Physical File No. (in Hindi)	<input type="text" value="F-4(123)/DOIT&amp;C/2017"/>			
Short Code(if Any)	<input type="text" value="347"/>			
Status	Open <input type="button" value="v"/>			
Subject Head	N.A			
Sub Subject Head	N.A			
Subject	Other Subject			
Created Date	03 Jun 2017			
Description	<input type="text" value="Implementation of Raj Kaj"/>			
Department	Department of Information Technology and Communication			
Barcode			<a href="#">Download</a>	

### Workflow Configuration for the file:

#### Refer to worklist

After File creation user can create either group or select user manually for file movement through hierarchy.

Path: **Raj-Kaj → Worklist → Inbox → Files**

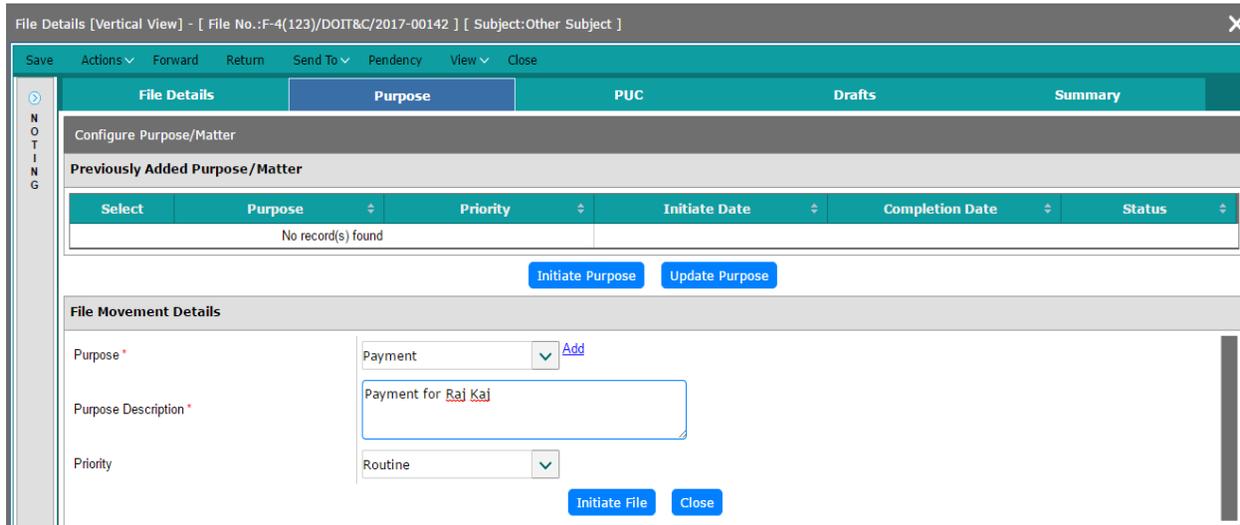


### Define Workflow

1. Click on file to view the file.
2. Click on Define workflow for configure the hierarchy

### File Initiation:

After File Creation user can define purpose for file initiation. Only one purpose will open at a time.



### 3. Referral File Creation

User can create a Referral file (External File) in the file module by using the Referral File radio button.

1. Provide details about the organization/office from which the file has been received, Sender's details
2. Provide Physical File No. and Department MR No.
3. Select name of the employee to whom file has been marked to, received date and Subject/Description and click on 'Create File'.

Create File

Note: Parameters marked with a "\*" are mandatory

File Type \*  Existing File  New File  Referral File

From Organization/Office \*

Sender Name

Sender Designation

Physical File No. \*

Department MR No. \*

Mark To Employee \*

Received Date \*

Subject/Description \*

Electronic  Physical Electronic

## How to Send File:

After file creation user can send file through 'within hierarchy' or 'send to anyone'.

Create File Forward Approve Reject Return **Send To** Preferred List

Worklist > Inbox > Files

Within Hierarchy

Send To Anyone

Search records where

	File No.	Description	From Department	From	Sent / Received Date	Read On	Quick Actions
<input checked="" type="checkbox"/>	<a href="#">F-4(123)/DOIT&amp;C/2017-00142</a>	Implementation of Raj Kaj	Establishment	Mrs Archana Sharma	03 Jun 2017 05:42 PM	03 Jun 2017 05:42 PM	
<input type="checkbox"/>	<a href="#">Leave/DoIT &amp; C/Technical/2017-41634</a>	Casual Leave request of Deepak Sharma, Informatic Assistant - 06-Apr-2017 to 06-Apr-2017 (1.0 day(s))	Information Technology and Communication Department	Sh.Akhil Arora	01 Jun 2017 05:01 PM	-	

## 5. Support

**For issues related to file creation of employee information, hierarchy mapping etc, contact:**

Concerned Establishment section

**For any application related issues, contact:**

Email: [support.eoffice@rajasthan.gov.in](mailto:support.eoffice@rajasthan.gov.in)  
Ph: 0141-5153222 (Ext 21304, 22281)

IP: 21304, 22281