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

DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN



# Contents

1.	Intro	oduction	3				
2.	User Roles						
3.	Accessing Rai-Kai						
4.	•. Features and Functionality (employee as applicant)						
4	.1	Define Subject Head	5				
4	.2	Subject Creation	5				
4	.3	File Creation	6				
5.	Sup	port	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 <u>https://sso.rajasthan.gov.in/signin</u>, The '**Raj-Kaj**' icon will appear as under:

	RAJASTHAN GOVERNMENT OF	SINGLE SIGN-ON RAJASTHAN	I (SSO) v 5.4							
	✓ Active Apps	× Inactive Apps								SIMPLE VIEW
<b>₩</b>	Biumatala Sansthya Berna Ingana BSBY	DASHBOARD		LIBRARY		MADARSA	MJSA RURAL	PANCHAYAT	RAAS	र्ट्सुर राज काज RAJ E-OFFICE
	RAJ E-SIGN	RAJ SAMPARK	RAJCHAT	RAJSMS (OFFICIAL)	RCMS	RTI	SIPF			

### 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	Subi	iect	Head	Admin
wianage	Sub		Tieau(	Aumm

Configure Subject Head(Admin)			×							
Subject Head Details										
Department/Office *	Information Technology and Com $^{ m P}$ 🗱									
Subject Head *		Subject Head (Hindi) *								
Subject Head Short Name		Subject Head Short Name Hindi								
Subject Head(Code) *		Description								
Do you want to create Subject Sub(Code) ? *	○ Yes   No									
			,							
Access Rights Details										
Access Right(Employee Search) *	Enter min 3 chars & press enter									
Add To List Reset										
Do you want to create these Subject Head for Dak?	○ Yes ◉ No									
	Save	Close								

### **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								X
	Subject Head Subject * Subject Code	Edu	ıcation	]	Subject Sub Head Subject (Hindi) * Description				
				Add	Reset				
	Subject Name 🔶	Sub	ject Code 🔹 🗘	Subject H	ead(Sub Subject)	¢	File Movement Purpose(s) +	Actions	
	testin 123		testin(Primary Education) Add/Edit						
	Save Close								

### 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	Create File							
Note: Parameters marked with	Note: Parameters marked with a ** are mandatory							
File Type *	Existing File      New File      Referral File							
Department *	Department of Information Technology and Communication							
Physical File No. *	F-1(123)/DOIT&C/Estb/2017							
Physical File No. (in Hindi) *	F-1(123)/DOIT&C/Estb/2017							
Short Code(If Any)	2334							
Subject Head	Enter Value and Press Enter to Search							
Sub Subject Head	Enter Value and Press Enter to Search							
Subject	Other Subject							
Description(Max 2000 characters) *	Payment related with <u>Raj Kaj</u> Project							
Electronic  Physical	Physical							
	Create File Reset Cancel							

### 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	lote: Parameters marked with a "" are mandatory								
File Type *	C Existing File  Referral File								
Department *	Department of Information Technology and Communication								
Subject Head *	IT Day Seminar								
Subject *	IT day for the year 2017								
Description(Max 2000 characters) *	Payment related with Raj Kaj Project								
Electronic Physical	Electronic								
	Create File Reset Cancel								

- 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 ✓ C	lose		
٥	File Details	Purpose	PUC	Drafts	Summary
O T	File No.		F-4(123)/DOIT&C/2017-00142 Define W	/orkflow	
I N	Physical File No.		F-4(123)/DOIT&C/2017		
G	Physical File No. (in Hindi)		F-4(123)/DOIT&C/2017		
	Short Code(If Any)		347		
	Status		Open 🗸		
	Subject Head		N.A		
	Sub Subject Head		N.A		
	Subject		Other Subject		
	Created Date		03 Jun 2017		
	Description		Implementation of Raj Kaj		
	Department		Department of Information Technology	and Communication	
	Barcode		F-4(123)/DOIT&C/2017-00142	Download	

### 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**  $\rightarrow$  **Worklist**  $\rightarrow$  **Inbox**  $\rightarrow$  **Files** 

	Return 👘 Send To 🗸 🛞 Pendency	II View 🗸 🍍 Close			
e Details Linked	PUC	Drafts Noting	Summary	All Notings	
	F-457(1)/DoIT & C/Co	ordination/2017-00005 Define Workflow			
File No.				O Para 1	
File No. (in Hindi)				-Sd-	
r No.	40329			Priyanka Jain	
	Open	V		Programmer, Coordinatio	
Head	IT Day Seminar2017				
ect Head Process Wise Hierarchy					×
Employee Name *	Priyank	(a Jain (Programmer, Department of Inform	tion Technology and Communi	ication);	
Process *	Hacakt	han 🖉			
Date Select Group*			4		
	Entor	nin 2 charr & proce ontor	<i>₽</i> <b>±</b>		
Send Intimation In	chuern	nin o charo a press enter	_		
In Intimation Turns	E Ems	notemital RMS Internation			

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.

Save	Actions 🗸 🛛 Forward	Return	Send To 🗸	Pendency	View 🗸 🗸 C	lose							
>	File Detai	ls		Purpose			PUC		Dra	ıfts	Sumr	nary	
	Configure Purpose/M	latter											
	Previously Added P	urpose/Mat	ter										
	Select	Purpo	ose	\$	Priority	¢		Initiate Date	¢	Completion Date	¢	Status	¢
			No record(s) f	ound									
						Initiate P	urpose	Update Purpose					
	File Movement Deta	ils											
	Purpose*			Payment		✓ Add							
	Purpose Description *		Payment fo	r <u>Raj Kaj</u>									
	Priority			Routine		~							
						Init	iate File	Close					

#### 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	lote: Parameters marked with a <sup>***</sup> are mandatory								
File Type *	Existing File     New File     Referral File								
From Organization/Office *	٩								
Sender Name									
Sender Designation	Enter Value and Press Enter to Searct 🔎								
Physical File No. *									
Department MR No. *									
Mark To Employee *	Enter min 3 chars & press enter 🔎								
Received Date *	03-Jun-2017								
Subject/Description *									
Electronic Physical	Electronic								
	Create File Reset Cancel								

### How to Send File:

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

С	reate	File	Forward	Approve	R	eject	Return	Send To 🗸	Preferred List						
Norklist > Inbox > Files								Within Hierarchy							
								Send T	o Anyone						
5	Search	h recor	ds where A	t least one	field	~	Contains	~		۾ (					
	•		File I	No.	¢		Descripti	on ¢	From Department	ţ	From \$	Sent / Receive d Date	Read On	Quick Actions	
		<u>F-4(1</u>	23)/DOIT8	C/2017-001	<u>142</u>	Impler	mentation	of Raj Kaj	Establishment	t I	Mrs Archana Sharma	03 Jun 2017 05:42 PM	03 Jun 2017 05:42 PM	~ <b>`</b>	-
		<u>Leave</u> <u>C/Tec</u>	e/DoIT_& hnical/201	. <u>7-41634</u>		Casual Deepa Inform Apr-20 (1.0 d	Leave rec k Sharma atic Assist 017 to 06-A ay(s))	juest of , ant - 06- .pr-2017	Information Technology an Communicatio Department	nd : on	Sh.Akhil Arora	01 Jun 2017 05:01 PM	-	* 50	
									Information			20 May			

# 5. Support

For issues related to file creation of employee information, hierarchy mapping etc, contact:	For any application related issues, contact:
Concerned Establishment section	Email: support.eoffice@rajasthan.gov.in Ph: 0141-5153222 (Ext 21304. 22281)
	IP: 21304, 22281