

राज-काज

An Integrated Office Automation Solution

Raj-Kaj Team

Department of Information Technology & Communication

Government of Rajasthan

Transfer Posting Module

The objective of the Transfer and Posting Module of Raj-Kaj is to automate the processes and procedures of Transfers, right from submission of Transfer

Application by the Employees, preparation of transfer proposals, preparation and issue of transfer Order, reliving and joining process.

User Roles

	User	Role
1.	All Employees	All Employee, eligible as per the configured rule, of the department can submit their Transfer Request Application.
2.	Establishment Cell- Transfer and Posting Cell	Scrutinizes the Transfer Request Received. Get the necessary approvals. Prepare Proposal and Generate Order.

Pre requisites

- All the offices of department should be available in RajKaj. In absence of the same, the records (Offices/Departments) available in RajKaj can only be processed. It is advised to ensure that Offices are mapped properly.
- Updated and latest Posting details of all employees should be correctly mapped in RajKaj. In absence of the same, the application will be submitted with wrong details.

Accessing Raj-Kaj

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



Admin Roles :

- Rules Configuration : Configuration to be done by superadmin.

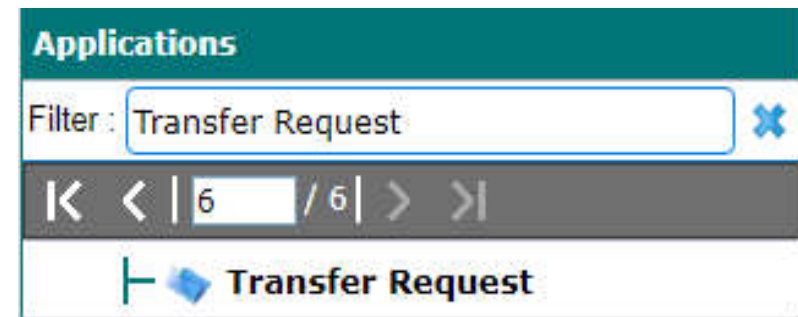
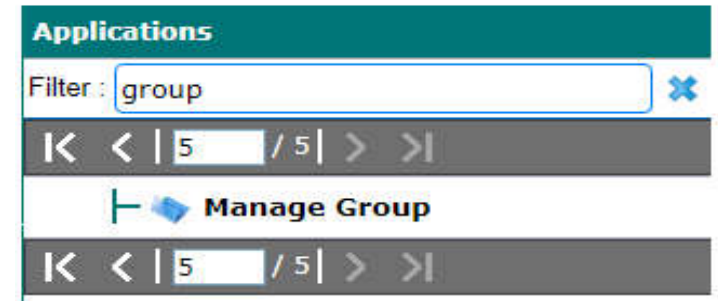
Note : Rules will be configured by superadmin only, after receiving formal request from department on <support.eoffice@rajasthan.gov.in>

- Group Creation : Configured by your departments establishment section.

Path : Application -> Manage Group

- Track Transfer Request : Track received request.

Path : Application -> Transfer Request



Transfer Request Configuration (By Superadmin)

Worklist User Manual Files Room Dashboard Management Info. System Applications

Manage Transfer Request Configuration

Search

Appointing Department

Service Type

Designation

End Date To

Cadre

Start Date To

Show Only

[Search](#) [Reset](#) [Add New](#)

Click on Add New link to add new rule

List of Configuration(s)

Sr. No.	Appointing Department	Designation	Start Date	End Date	Action
1	Department of Information Technology and Communication	-	16 Sep 2020	30 Sep 2020	
2	Police Department	Inspector	09 Sep 2019	-	
3	Police Department	Constable	27 Jun 2019	-	

Rules can be configured as per service type for respective department.

Transfer Request Configuration (By Superadmin)

Transfer Request Configuration ✕

Appointing Department *

Service Type *

Designation

Start Date *

End Date

Number Of Request Per Employee Min. Max.

Number Of Preferences Per Employee Min. Max.

Cadre *

Mutual Transfer Request * Allowed Not Allowed

Offices to be Shown Have Vacant Post Have Occupied Post Have Shadow Post

Attributes Is DE/PE Is ACR Submitted Is Work Arrangement

Belt No Date of Joining in Department Educational Qualification

Recruitment District Recruitment Post Date of Present Posting in District

Is any criminal case pending Are you posted on your present post due to any complaint Have you got transferred on your proposed post in past due to any complaint Technical Post

From which date you are continuously posted in present district. (Mention the date since salary is getting withdrawn from district police)



Mandatory fields Category Home District

Select Employee(s) (Employee not allowed to Submit Transfer Request) [View Selected Employees](#)

Superadmin will configure the rule(s) and enable the user rights to access the transfer application form.



Establishment Section (Group – Receiver of application)

Manage Group

Department/Office: GoR  Group Name: Type 3 or more characters for suggestions 


Select	Group Name	Department/Office	Status	Action
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Add Employee Group X

Department/Office*: GoR  Process: Type 3 or more characters 

Group Name*: Group Name (Hindi)*:

Click on Add row to configure group to receive transfer request. [Add Row](#)

Sr.No	Employee Name	Designation	Department/Office	Role	Level	Action
1	<input type="text"/> 			Receiver <input type="button" value="v"/>	10	NA

If required, for handling multiple designations/rules, multiple groups can also be configured.

Establishment Section (Group – Receiver of application)

Manage Group

Department

Add Employee Group

Department/Office * GoR **Select respective department.**

Process Transfer And Posting; **Select process name Transfer and posting.**

Group Name * Transfer_State_Gazetted_Group













Group Name (Hindi) * Transfer_State_Gazetted_Group

Name of group, this group will receive transfer request. [Add Row](#)

Sr.No	Employee Name	Designation	Department/Office	Role	Level	Action
1	Sh. Pradeep Yadav (Dy Manager)	Dy Manager Technical	Technical RISL, Rajcomp Info services Limited	Receiver	10	NA

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

Establishment Section (Transfer Request Report)

Transfer Request													
Search													
New Request													
List of Request Received													
<input type="checkbox"/>	Request For	Referrer Details	Employee Name	Designation	Present Post	Present Department	Present Office	Present District	Status	Request Created Date	Request Number	Remarks	Action
<input type="checkbox"/>	Transfer	 	Sh. RAJESH KUMAR	System Analyst (Joint Director)	SA JT DIR	Department of Information Technology and Communication	Department of Information Technology and Communication	Jaipur	New	17 Sep 2020	Transfer/Self/14	 	  
<input type="checkbox"/>	Transfer	 	Sh. RAJESH KUMAR	System Analyst (Joint Director)	SA JT DIR	Department of Information Technology and Communication	Department of Information Technology and Communication	Jaipur	Accepted	16 Sep 2020	Transfer/Self/13	 	

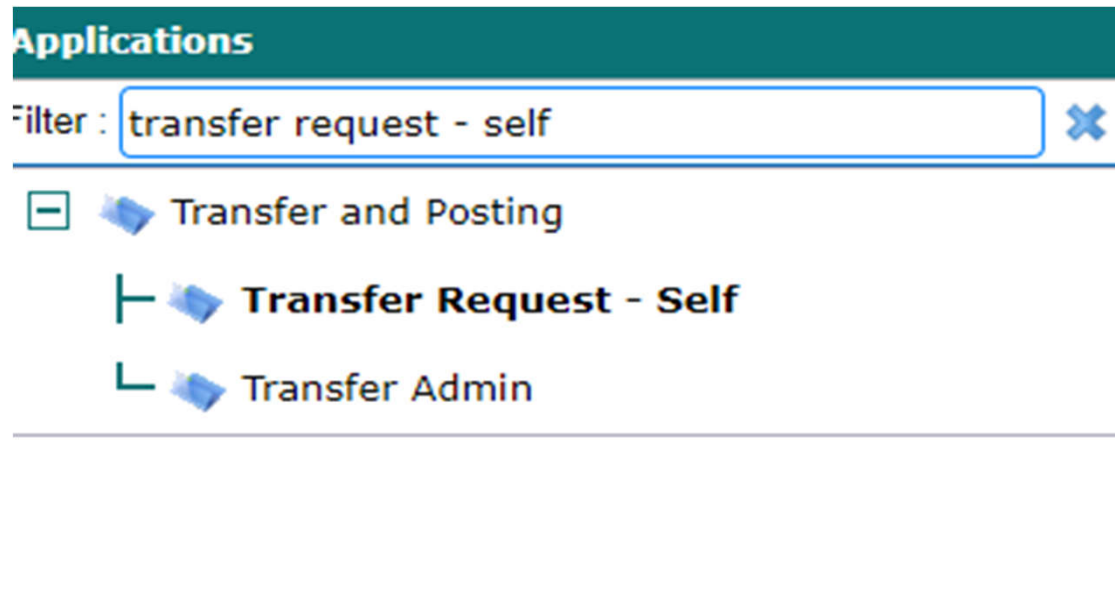
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- Accept
- Reject
- Hold
- Send within Group
- Send to other Group

User / Applicant Roles :

- Application Form
Path : Application -> Transfer Request - Self



Transfer Request Form (Applicant)

Transfer Request - Self

Note - Please check the below details related to Office, Post, Designation are correct. In case any rectification is required, kindly contact your respective posted office.

Request For *

Employee Details

Employee Name	Sh. Ganesh Sharma	Employee Id	RJUD201337033757
Designation	Informatic Assistant	Present Post	Informatic Assistant (Technical,)
Posted District	Jaipur	Category	OBC
Home District	Jaipur	Qualification	-
Email Id	-	Mobile No.	-

User can Add preferences as per request configured.

Request Details

Please click on add row link to enter the multiple options. Maximum of three option can be filled

[Add Preferences](#)

Sr. No.	District	Department	Office	Action
1	<input type="text" value="Please Select"/>	Information Technology and Com	<input type="text" value="Type 3 or more characters for suc"/>	

Reason *

Remarks(Max 1000 Characters)

Supporting Documents [Attach File\(s\)](#) [Max: 50 MB]

Reason for transfer request to be selected by Applicant.
Applicant can enter their detailed remarks.

Applicant action button, By clicking on submit button user will see receiver group list to sent file.

Thanks!