

राजस्थान सरकार
सामान्य प्रशासन (ग्रुप-2)

क्रमांक: प 13(1)साप्र/2/15

जयपुर, दिनांक : 25-6-2021

परिपत्र

समस्त अतिरिक्त मुख्य सचिव/
प्रमुख शासन सचिव/शासन सचिव/
समस्त विभागाध्यक्ष, जयपुर

विषय:- राजकीय आवास हेतु नये आवेदन की प्रकिया को ऑनलाइन करने बाबत।

महोदय/महोदया,

उपर्युक्त विषयान्तर्गत निवेदन है कि राज्य सरकार द्वारा राजकीय आवास आवंटन हेतु आवेदन एवं राजकीय आवास आवंटन में पारदर्शिता लाने की दृष्टि से राजकीय आवास हेतु आवेदन प्रकिया ऑनलाइन करने का निर्णय लिया गया है।

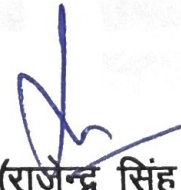
उक्त प्रकिया के अन्तर्गत दिनांक 01.07.2021 से राजकीय आवास आवंटन हेतु आवेदन ऑफलाईन के स्थान पर ऑनलाईन प्राप्त किये जाने का निर्णय लिया गया है। राजकीय आवास आवंटन हेतु इच्छुक आवेदक स्वयं की SSO ID के माध्यम से निम्नांकित प्रकिया अनुसार ऑनलाइन आवेदन करें (परिशिष्ट ए):-

sso id → RajKaj → Employee corner → Accommodation →
New apply for accommodation → Form Filling → Save &
print form then → verify by DDO → upload form as pdf →
submit

कृपया सभी अधिकारियों व कार्मिकों को तदनुसार सूचित करने का कष्ट करे।

हैल्पलाइन नं०:- 01412922281, 01412921149, 01412921856, 01412925242,
0141295247

1. मो० आरिफ सिद्दकी- 7987420289
2. चन्द्रभान सिंह- 9785773320
3. श्री नितिन - 9571654759
4. सूरज शर्मा- 9782325846
5. अनिरुद्ध सिसोदिया- 9119274595


25/6/21
(राजेंद्र सिंह शेखावत)
डिप्टी चीफ ऑफ प्रोटोकॉल

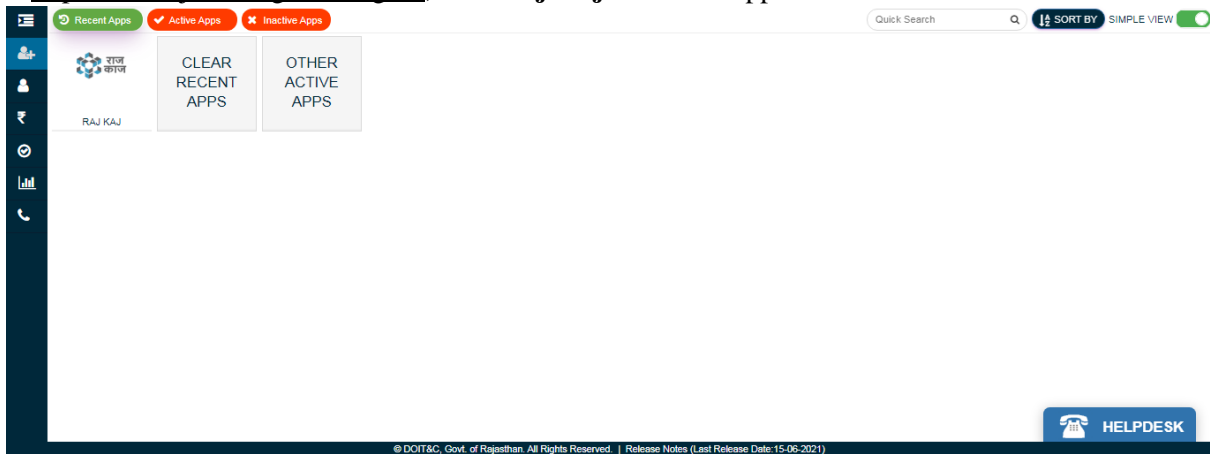
प्रतिलिपि निम्नांकित को सूचनार्थ प्रेषित है:-

1. निजी सचिव, प्रमुख सचिव, मा० मुख्यमंत्री महोदय।
2. वरिष्ठ उपसचिव, मुख्य सचिव राजस्थान।
3. आयुक्त, सूचना एवं जनसम्पर्क विभाग।

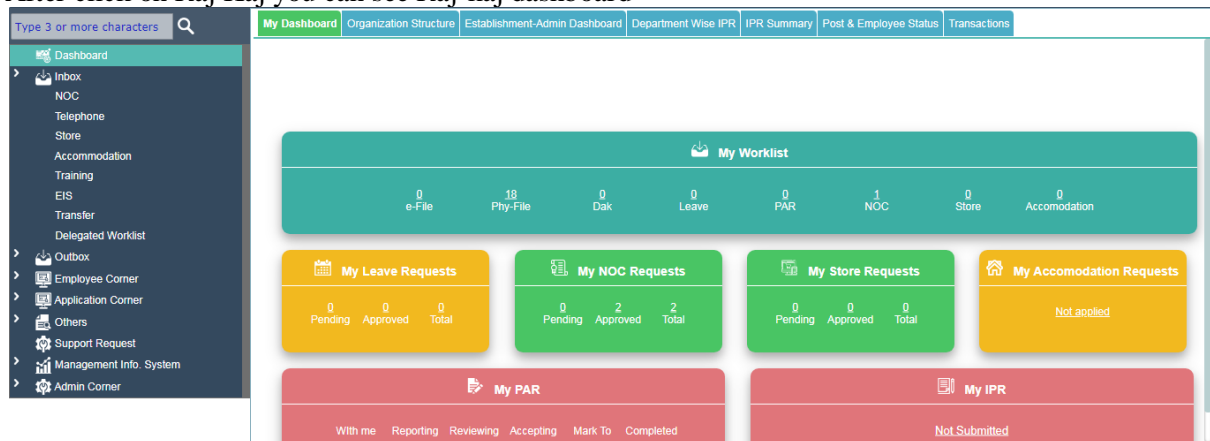
डिप्टी चीफ ऑफ प्रोटोकॉल

1. Accessing Raj-Kaj

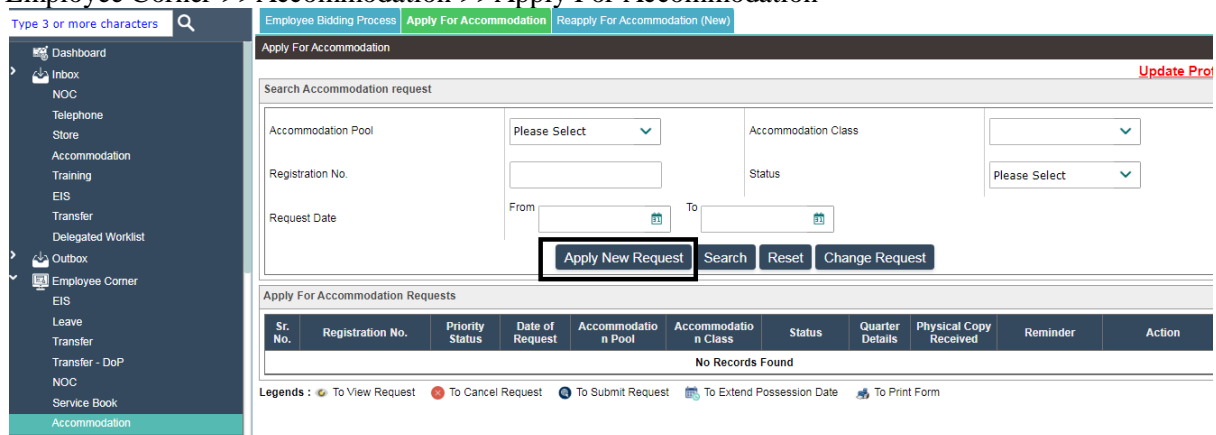
Using the credentials (SSO Username & Password) user is required to login on SSO portal <https://sso.rajasthan.gov.in/signin>. The 'Raj-Kaj' icon will appear as under:



After click on Raj Kaj you can see Raj-kaj dashboard



For apply New request for accommodation go to following path
Employee Corner->>Accommodation->>Apply For Accommodation



Here click on Apply New Request

Apply For Accommodation

All fields marked with "*" are mandatory.

All the Details of Employee are mandatory for Apply For Accommodation request. [View IPR](#)

Employee Details

Employee Id	TEMP001	Employee Name	Mr. Nitin Kumar Bhargava
Father/Husband Name	-	Designation	Admin
Post	Admin	Date of Birth	01-Jan-1999
Date of Retirement	31-Dec-1958	Appointing Department	Super Admin
Posted Department/Office	Super Admin	Date of Joining (Current Location)	01-Jan-1916
Gender	-	Marital Status	-
Current Pay Scale	-	Basic Pay	-
Grade Pay	-	Mobile Number *	<input type="text"/>
DDO Code *	<input type="text"/>	DDO Name	<input type="text"/>
Service Type	Other Services	Employee Status	In Service
Posted District *	Jaipur	E-mail ID	nitinrajka@rajasthan.gov.in
Present Address	-		
Permanent Address	-		
No. of Family Member	-		

Details of Family Member

[Select from Available List](#) [Add New Member](#)

Member Name	Age (in Years)	Relation	Job Details	Action
No Records Found				

Attachment

Joining Letter(Current Office)

[Attach File\(s\)](#) [Max: 1 Attachment of 50 MB]

Location Preference

Accommodation Pool * Accommodation Class

Exceptional Cases Yes No

Location *

Is any Government Quarter allotted to you anywhere in Rajasthan and/ or country? Yes No

Do you / your spouse / any member of your family has any constructed house / flat in the city for which Government Accommodation has been applied for? Yes No

Do you / your spouse / any member of your family has any house / flat located in the area governed by the municipality for which Government Accommodation has been applied for? Yes No

Attachment For Accommodation (Attached form should be verified by DDO) *

[Attach File\(s\)](#) [Max: 1 Attachment of 50 MB] [Allowed Type: .PDF]

Disclaimer

Whenever I am transferred / take VRS / get Retired / terminated or compulsorily retired I will inform the same to GAD immediately and will also vacate the house in the prescribed time period. If I fail to inform or vacate the house in prescribed time period I will be held accountable for it.

I will use the accommodation allotted to me for the purpose of residence (for myself and family members dependent on me) only. I will not use the accommodation allotted to me for any purpose (say for Rent or illegal purposes)

I verify that all information provided above is true. If found any incorrect, I will not remain entitled for allotment of government accommodation. Application form is considered to be null and void. Also I will be liable for action as per rules.

Fill here necessary information and click on save button.

After click on save the filled form save as draft, so print the form and seal & sign by the DDO and then submit the form

Type 3 or more characters

Employee Bidding Process **Apply For Accommodation** **Reapply For Accommodation (New)**

Accommodation Pool Accommodation Class

Registration No.

Status

Request Date From To

Apply For Accommodation Requests

Sr. No.	Registration No.	Priority Status	Date of Request	Accommodation Pool	Accommodation Class	Status	Quarter Details	Physical Copy Received	Reminder	Action
1	0000782021	View	18 Jun 2021	Govt. Accommodation GAD	Type IV	Submitted	View	Submitted	:	