राजस्थान सरकार

सामान्य प्रशासन (ग्रुप-2)

क्रमांकः प 13(1)साप्र / 2 / 15

जयपुर, दिनांक : 25- 6- 2021

परिपत्र

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

> विषयः— राजकीय आवास हेतु नये आवेदन की प्रकिया को ऑनलाइन करने बाबत्।

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 कें स्थान पर ऑनलाईन प्राप्त कियें जाने का निर्णय लिया गयाहै। राजकीय आवास आवंटन हेतु इच्छुक आवेदक स्वयं की SSO ID के माध्यम से निम्नाकिंत 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 कार्मिको को तद्नुसार सूचित करने का कष्ट करे।

हैल्पलाइन न0:— 01412922281, 01412921149, 01412921856, 01412925242, 0141295247

1. मो0 आरिफ सिद्दकी- 7987420289

- 2. चन्द्रभान सिंह– 9785773320
- 3. श्री नितिन 9571654759
- 4. सूरज शर्मा— 9782325846
- 5. अनिरूद्ध सिसोदिया– 9119274595

राजेन्द्र सिंह शेखावत)

डिप्टी चीफ ऑफ प्रोटोकॉल

प्रतिलिपि निम्नाकिंत 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 <u>https://sso.rajasthan.gov.in/signin</u>, The '**Raj-Kaj**' icon will appear as under:



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

T	vpe 3 or more characters	My Dashboard	Organization Structure	Establishme	nt-Admin Dashboard	Department Wise IPR	IPR Summary	Post & Employee Status	Transactions			
	🛒 Dashboard											
>	🕁 Inbox											
	NOC											
	Telephone											
	Store											
	Accommodation	😂 My Worklist										
	Training											
	EIS		0 G. Filo	<u>18</u> Phy.Eil		0		1 NOC	0 Store	0 Accomposition		
	Transfer		e-File			Leave				Accomodation		
	Delegated Worklist			_								
>	🕁 Outbox	-			S		1					
>	Employee Corner		My Leave Requests		원트 My NOC Requests			ly Store Requests	ហ	the My Accomodation Requests		
>	Application Corner				0 2 2 Pending Approved Total							
>		Pend					Pending	Approved Total		Not applied		
	💮 Support Request											
>	Management Info. System											
>	Admin Corner	📴 My Par					💷 My IPR					
			With me Reporting Reviewing Accepting Mark To Completed				Not Submitted					

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

Type 3 or more characters	Employee Bidding Process Apply For Accomm	nodation Reapply For Accommodation (New)										
🖼 Dashboard	Apply For Accommodation											
> 👍 Inbox				Update Prot								
NOC	Search Accommodation request											
Telephone												
Store	Accommodation Pool	Please Select 🗸	Accommodation Class	~								
Accommodation												
Training	Registration No.		Status	Please Select 🗸								
EIS												
Transfer	Request Date	Piolin 🗊	1									
Delegated Worklist												
> 🕁 Outbox		Apply New Request Search	h Reset Change Request									
 Employee Corner 												
EIS	Apply For Accommodation Requests											
Leave	Sr. Priority	Date of Accommodatio Accommodat	tio Status Quarter Physical Cop	Py Dominder Action								
Transfer	No. Registration No. Status	Request n Pool n Class	Details Received	Reminder Action								
Transfer - DoP		No Recor	rds Found									
NOC	Legends : @ To View Request To Cancel (Request 👩 To Submit Request 📠 To Exter	nd Possession Date 💰 To Print Form									
Service Book			30									
Accommodation												

Here click on Apply New Request

Apply For Accommodation	Image: Process and addrom service of the process an										
All fields marked with '*' are mandatory.				View IDD							
All the Details of Employee are mandatory for Apply For Accommodation request.											
Employee Details											
Employee Id	TEMP001		Employee Name	Mr. Nitin Kumar Bhargava							
Father/Husband Name			Designation	Admin							
Post	Admin		Date of Birth	01-Jan-1899							
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 *								
Glade Fay											
DDO Code *			DDO Name								
Service Type	Other Services		Employee Status	In Service							
Posted District *	Jaipur 🗸		E-mail ID	nitinrajkaj@rajasthan.gov.in							
Procent Address											
Permanent Address											
No. of Family Member											
Details of Family Member											
			Soloct from Available List Ar	ld New Member							
	Select from Available List										
Member Name Years) Relation Job Details Action											
No Recor	ds Found										
Attachment											
Joining Letter(Current Office)											
Attach File(s) [Max: 1 Attachment of 50 MB]											
Location Preference											
Accommodation Pool *	Please Select 🗸		Accommodation Class	-							
Exceptional Cases	○ Yes ● No										
Location *	▼										
		Add	Reset								
I Is any Government Quarter elletted to you accurbere in Baile	than and/or country?										
is any dovernment Quarter anotted to you anywhere in Raja	∪ Yes ■ No										
Do you / your spouse / any member of your family has any c	○ 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	Attach File(s) IMax: 1 Attachment of 50 MB1 [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.											
Uverify 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 will Alley I will be liable for a those as ner rules											
• Yeary tractal monimation provide accers side, in round any incorrect, I will not remain entitied for adouttent or government accommodation. Application form is considered to be not also for will be lable for action as per fulles.											
Save Class											

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

Туре	3 or more characters	Emp	loyee Bidding Proce	ss Apply	For Acco	mmodation	Reapply For	Accommodatio	n (New)			
5	🕅 Dashboard	Acc	ommodation Pool		Please	Select	~	Accommodatio	on Class			~
~ 6	Jnbox	Registration No.					Status			Please Select		
	All Files											
	Daks Intimations				From			To				
Communique Delegated Worklist Delegated Worklist Delegated Worklist							e Request	3				
Disposed Daks Apply For Accommodation Requests												
> 🖒 Outbox												
× 🛯	Employee Corner	Sr.		Priority	Date of	Accommo	Accommo		Quart er	Physical		
	EIS	No	Registration No.	Status	Reques t	dation Pool	dation Class	Status	Detail	Copy Received	Reminder	Action
	Leave				-				S			
	NOC	1	0000782021	View	18 Jun	Govt. Accommoda	Type IV	Submitted	View	Submitted		st 💽 🖸
	Accommodation				2021	tion GAD					-	📾 😣