

राजस्थान सरकार
ग्रामीण विकास एवं पंचायतीराज विभाग
(अनुभाग-3)

अति आवश्यक



क्रमांक एफ 10(2)ग्रावि/नरेगा/संस्था/2013 पार्ट जयपुर, दिनांक 15 JUN 2015
समस्त जिला कलेक्टर एवं जिला कार्यक्रम समन्वयक
महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी स्कीम राजस्थान,
राजस्थान ।

विषय :- अधिकारियों/कर्मचारियों के स्थानान्तरण/पदस्थापन सूचना प्रौद्योगिकी
और संचार विभाग द्वारा विकसित एप्लिकेशन सॉफ्टवेयर के माध्यम से
करने बाबत।

महोदय,

उपरोक्त विषयान्तर्गत निर्देशानुसार अधिकारियों/कर्मचारियों के स्थानान्तरण/
पदस्थापन सूचना प्रौद्योगिकी और संचार विभाग द्वारा विकसित एप्लिकेशन सॉफ्टवेयर के
माध्यम से करने के संबंध में शासन सचिव एवं आयुक्त, सूचना एवं प्रौद्योगिकी विभाग द्वारा
जारी अ.शा. टीप क्रमांक 32442/2015 दिनांक 26.05.2015 की फोटो प्रति इस पत्र के
साथ संलग्न कर अग्रिम आवश्यक कार्यवाही हेतु प्रेषित की जा रही है, जिसमें माननीया
मुख्यमंत्री महोदया के निर्देश है कि भविष्य में सभी स्थानान्तरण/पदस्थापन इस एप्लिकेशन
सॉफ्टवेयर के माध्यम से ही किए जावे।

भवदीय,

संलग्न: - उपरोक्तानुसार।

७३

अतिरिक्त आयुक्त (प्रथम) ईजीएस

यू. ओ. नोट

विषय:- अधिकारियों/कर्मचारियों के स्थानान्तरण/पदस्थापन सूचना प्रौद्योगिकी और संचार विभाग द्वारा विकसित एप्लीकेशन सॉफ्टवेयर के माध्यम से करने बाबत।

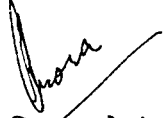
सूचना प्रौद्योगिकी और संचार विभाग द्वारा राजकीय अधिकारियों एवं कर्मचारियों के स्थानान्तरण/पदस्थापन हेतु ट्रांसफर/पोस्टिंग एप्लीकेशन सॉफ्टवेयर [Transfer/Posting Application Software] विकसित किया गया है। माननीया मुख्यमंत्री महोदय के निर्देशानुसार भविष्य में सभी स्थानान्तरण/पदस्थापन इस एप्लीकेशन सॉफ्टवेयर के माध्यम से ही किये जायेंगे। स्थानान्तरण/पदस्थापन हेतु सॉफ्टवेयर के प्रयोग से पूर्व आपके विभाग के स्तर पर संलग्नक 'अ' के अनुसार तैयारी की जाये।

आपके अधीनस्थ विभाग/विभागों में स्थानान्तरण/पदस्थापन हेतु इस सॉफ्टवेयर के प्रयोग हेतु एक नॉडल अधिकारी नियुक्त किया जाये ताकि यदि आवश्यक हो तो इस विभाग से समन्वय कर विभागीय अधिकारियों का प्रशिक्षण आयोजित किया जा सके। इस सॉफ्टवेयर के उपभोग हेतु मार्गदर्शिका संलग्न है। लॉगिन-पासवर्ड इस विभाग द्वारा प्रथम से उपलब्ध करवाये जा रहे हैं।

इस सॉफ्टवेयर के सम्बंध में किसी भी प्रकार की जानकारी के लिए विभाग के निम्न अधिकारियों से सम्पर्क किया जा सकता है:-

1. श्री राजेश भटनागर, एनालिस्ट-कम-प्रोग्रामर (उप-निदेशक)- +91-9828340563
2. श्री संदीप मौर्य, प्रोजेक्ट मैनेजर - +91-9829017980

संलग्न: उपरोक्तानुसार।


(अखिल अरोरा)
शासन सचिव एवं आयुक्त

समस्त अतिरिक्त मुख्य सचिव / प्रमुख शासन सचिव / शासन सचिव।

यू. ओ. नोट क्रमांक: एफ.2(1406)डीओआईटी/संस्था/13/पार्ट / 32442/2015

दिनांक:- 26/05/2015

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ट्रान्सफर / पोस्टिंग एप्लीकेशन सॉफ्टवेयर के उपयोग से पूर्व विभाग के स्तर पर की जानी वाली कार्यवाही

विभागों द्वारा किये जाने वाले प्रमुख कार्य:-

1. सूचना प्रौद्योगिकी एवं संचार विभाग/राजकॉम्प से विभागीय एडमिन (Department Admin) के यूजर आई.डी. व पासवर्ड प्राप्त करना।
2. विभागीय स्तर पर यदि एक से अधिक Appointing Authority है तो प्रत्येक Appointing Authority के लिये विभागीय एडमिन द्वारा सब एडमिन बनाना।
3. विभागीय एडमिन/सब एडमिन द्वारा एप्लीकेशन में अन्य यूजर बनाना तथा उन्हें रोल प्रदान करना।
4. विभागों से संबंधित मास्टर डेटा को सत्यापित करवाना (जैसे Department master, Service Master, Administrative department, Appointing authority, Pay scale etc.)
5. मास्टर डेटा में अनुपलब्ध / गलत एन्ट्री को सूचना प्रौद्योगिकी एवं संचार विभाग/राजकॉम्प की टीम से इन्द्राज करवाना/ठीक करवाना।
6. विभाग से संबंधित पद (Post Master), कार्यालय (Office Master), पदनाम (Designation Master) की एन्ट्री करवाना।
7. सभी कर्मचारियों/अधिकारियों की सेवा से संबंधित पूर्ण एन्ट्री करवाना (Employee ID IFMS वाली ही इन्द्राज करनी है)।
8. प्रतिनियुक्ति पर गए कर्मचारियों/अधिकारियों का इन्द्राज/मिलान करवाना।

सॉफ्टवेयर के लिये URL निम्न प्रकार है:-
rajeoffice.rajasthan.gov.in

महत्वपूर्ण सम्पर्क सूत्र (कार्यालय समय):-

हेल्प डेस्क	0141-4022688
कॉल सेन्टर (समाधान)	18001806127
श्री दीपक सक्सेना	9950459789
श्री प्रदीप यादव, प्रोग्रामर	09530100393
श्री संदीप मोर्य	9829017980
श्री दिलिप कुमार	9828070639
श्री अतुल मोहन	9660568117
श्री रविन्द्र तवर	9829552849

ई-मेल: support.eoffice@rajasthan.gov.in

Generalized Transfer & Posting Module for Government of Rajasthan User Manual

2015

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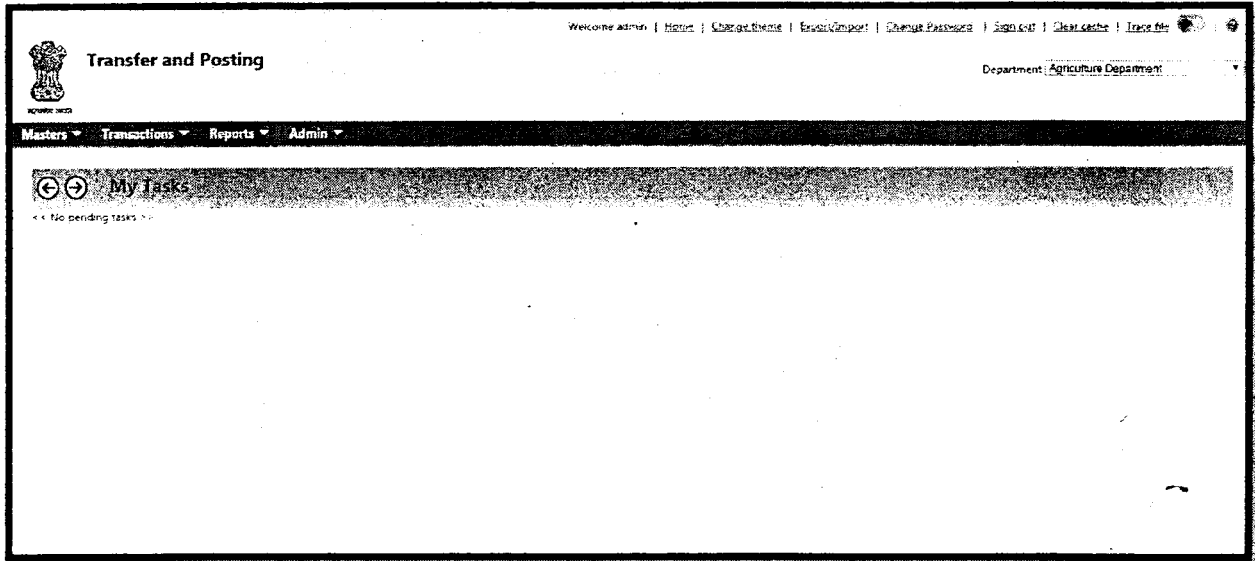
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USER ROLES MATRIX

Menu	Transactions	User Roles				
		Data Availability	Super Admin	Department Admin	Department Sub Admin	Department User
Common Masters	Pay Scale	Yes	Yes			
	Service Master	Yes	Yes			
	Country	Yes	Yes			
	State	Yes	Yes			
	District	Yes	Yes			
	Division	Yes	Yes			
	Sub Division	Yes	Yes			
	Department	Yes	Yes			
	Office		Yes	Yes	Yes	
	Reference		Yes	Yes	Yes	Yes
Qualification	Qualification Category	Yes	Yes			
	Qualification Type	Yes	Yes			
	Qualification	Yes	Yes			
Post	Post		Yes	Yes	Yes	Yes
Officer Master	Caste	Yes	Yes			
	Category	Yes	Yes			
	Designation	Yes	Yes	Yes	Yes	
	Appointing Authority		Yes	Yes	Yes	
	Employee Master		Yes	Yes	Yes	Yes
User Setup	User Role		Yes			
	User Login		Yes			
Configuration	Order Print Templates		Yes	Yes	Yes	
	Hindi Words		Yes	Yes	Yes	
	Enclosures		Yes	Yes	Yes	
	Search Rule		Yes	Yes	Yes	
Transaction	Desire		Yes	Yes	Yes	Yes
	Proposal		Yes	Yes	Yes	Yes
	Finalize Proposal		Yes	Yes	Yes	Yes
	Generate Order		Yes	Yes	Yes	Yes

APPLICATION INTERFACE

URL: www.rajeoffice.rajasthan.gov.in

Part 1: Logo of the Department.

Part 2: The Menus

Part3: Title Bar

Part4: The Toolbar

Part4: The Input Section

We will detail each part in the following chapters.

Logo of the Department

This section shows the Name of the department.

The Menus

This section of the interface contains the list of menus associated with the respective activities/transactions in the system. User can access the menus and perform the activities/transactions as per their roles & privilege. The Menus sections have the following menus & sub-menus.

- 1) **Masters:** - Facilitate to manage the various application masters are used to perform the certain activity.

MANAGEMENT SUMMARY

ABOUT THE PROJECT: PURPOSE

Government of Rajasthan envisaged Integrated Raj e-Office project to develop integrated next generation IT platform to enhance office productivity and streamlining internal processes associated with service delivery to end-users. The overall objective of the Integrated Raj e-Office Project is to facilitate improved decision-making and operational efficiency by automation of the common functions of all Departments and Agencies of Government of Rajasthan. Keeping in view of the same, Department and IT & C has initiated the process of developing comprehensive application.

As part of the overall Integrated Raj eOffice application, generalized Transfer-Posting module has been developed which can be used by Line Departments/Appointing Authorities for transfer-posting related activity pertaining to their department. The major functionalities covered are as under:

- Managing Desire/request for transfers
- Preparing Transfer proposals
- Validating and finalizing the proposals
- Generation of Order based on finalized proposals

APPLICATION USERS ROLES

By default application provides the three major roles. Each role has given the access rights as per their responsibilities. However, super admin can add multiple roles into the system as per their requirements. Following are the roles defined in the application:

1. **Super Admin:** - User who has accesses the application administration features and all other application features.
2. **Department Admin:** - User who has accesses to all department level administration features.
3. **Department Users:** - User who has accesses to all application transactions.

The role wise actions/responsibilities details are given in the subsequent sections.

Sr. No	User Role Type	Actions
1	Super Admin	<ul style="list-style-type: none"> ✓ Create/Modify/Delete Department Admin User ✓ Create/Modify/Delete Access Roles ✓ Configure Workflow ✓ View/Print Reports for all departments
2	Department Admin	<ul style="list-style-type: none"> ✓ Create/Modify/Delete Department Sub-Admin User ✓ Create/Modify/Delete Department Users ✓ Create/Modify/Delete all masters except Common Masters. ✓ Create/Modify the Employee Profile ✓ Configure Workflow ✓ Configure Order Print Template, Hindi word, Enclosure, Search Rules ✓ View/Print Reports for own department only
3	Department Users	<ul style="list-style-type: none"> ✓ Create/Modify Desire ✓ Create/Modify the Transfer Posting Proposal ✓ Finalized the Proposal ✓ Implement the Proposal ✓ Generate Order ✓ View/Print Reports for own department only

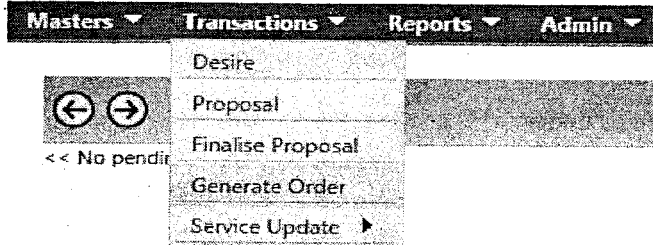
Masters	Transactions	Reports
Common Masters		Geography
Post Master		Qualification
Employee		Pay Scale
User Setup		Service Master
Configuration		Department
		Office Master
		Approving Authority
		Reference
		List Of Values

Master Menu's & Sub-Menus are as under:

Masters	Sub-Masters	Description
Common Masters		
Geography Master	Country	Application has common masters which are used throughout application. Only Super Admin is responsible for Add/Modify the values of common masters. Department may send the request to system admin for any modification required in the common master.
	State	
	Division	
	District	
	Tehsil	
	Block	
	Panchayat Samiti	
	Gram Panchayat	
	Village	
Pay Scale		
Service Master		
Department		
Reference		
Approving Authority		
List of Values		
Designation		
Qualification	Qualification Code	
	Qualification Category	
	Qualification Type	
User Setup	User Role	
	User Login	
Department Level Master		
Office		Department Admin and Sub-Admin is responsible for Add/Modify the values in department level masters.
Post Master	Post	
Cast		
Category		

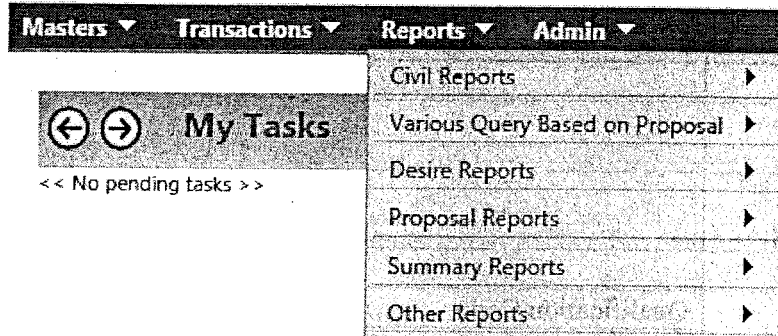
Employee Master	Employee Master	
	Employee History	
Configuration	Order Print Templates	
	Hindi Word	
	Enclosures	
	Search Rules	

2) **Transactions:** - Allow user to add the “Desire, Proposal, Finalize Proposal, Generate Order and updated the Services”.



- a. **Desire:** - Provision to add/modify desires for employees that is initiated from Department Admin/Department User/ CMO user. User can enter multiple posts & multiple references for an employee in the same desire entry screen.
- b. **Proposal:** - Allow user to create a proposal for an employee for his transfer & posting. User can also create the transfer & Posting proposal by converting the desired into the proposal. Multiple desires can be converted into the proposal.
- c. **Finalize Proposal:** - Allow user to finalize the Transfer & Posting proposal.
- d. **Generate Order:** - Allow user to generate the Transfer & Posting orders.

3) **Reports:** - Allow user to view the various kind of reports for the concern department.

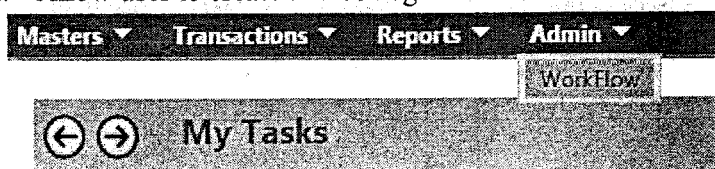


Following are the various types of reports which are provided in the application.

Report Group	List of Reports
General	<ul style="list-style-type: none"> - Civil List - Vacant post - APO list - Reward details - Department wise present and proposed officer details

	<ul style="list-style-type: none"> - Employee History report - Additional charge history - Desire details - Proposal details
Desire reports	<ul style="list-style-type: none"> - List of all desires - Department wise desires - Reference wise desires
Proposal reports	<ul style="list-style-type: none"> - Alphabetical proposal - Reference wise proposal - District wise proposal - Post wise proposal - Caste wise proposal reports

4) Admin: - Allow user to create and configure workflow.



The Title Bar

















This section of interface displays the “Title” of the activity/transactions being performed.

The Tool Bar

Each web page/window consist the tool bar for perform the IUD operation into the system.

Following are the icons/buttons used in application:

ICON	Name of Button/Icon	Use of the Button/Icon
	Save	Save record
	Add New	Add New record
	Search	Perform search
	Delete	Delete record
	Service History	View employee service history
	List View	List all records from where user can edit / view the record details (form) again.
	Tasks	Export reports in various default formats like Excel, HTML, CSV, and PDF.
	Print	Print record

	View	Stored the filter & layout into system for reports view and generation.
	Edit	Edit Record
	Charts	View chart
	My Views	Display the report basis on the filter & layout stored into system
	Move to next tab	Navigate Record
	Collapse screen	Collapse/ Hide Tab
	Go button	Execute an operation once filters are applied for search.
	Add Row	Add New Row
	Delete Row	Delete Row
	Type & Search	Search Keyword
	Tabs	Navigate to next tab
	Cancel	Cancel Order
	Validate	Validate Order
	Details	Details of Order
	Fill	Fill details in Order
	Implement Order	To implement Order which is already generated & approved

The Input Section

This section displays various Forms/ Input Screen as per the activity/transactions being performed.

MANDATORY FIELDS

All the mandatory files are marked as **RED***. It is mandatory for user to enter all the information which is mandatory fields. System will display an error message in case user will save the information without inputting the data into the mandatory fields.

STEPS TO GENERATE THE TRANSFER & POSTING ORDER

Department Admin

1. Login into the system with valid login credential.
2. Add the values applicable to department in the following master tables using the "Master option":
 - a. Post master
 - b. Employee Master
 - c. Employee History
 - d. User Login
 - e. Order print Template
 - f. Hindi Words
 - g. Enclosures
 - h. Search Rules
3. Create a login for department users and assign roles.

Department User

1. Login into the system with valid login credential.
2. Create desires into the system.
3. Create proposal into the system.
4. Finalized (Validate) the proposal.
5. Generate Order.
6. Implement Order.

APPLICATION SCREEN SHOTS

Post Master

Masters > Post Master > Post

Post Code Type: [Dropdown] Post Code: **Aurta**

Post Scale: [Dropdown]

Designation: [Text]

Office: [Dropdown]

Post Name: [Text]

Post Name (Hindi): [Text]

District: [Text]

Post Creation Details: [Text]

Post Creation Date: [Text]

Inactive

Remarks: [Text]

Employee Master

Masters > Employee > Employee Master

Parent Department: Agriculture Department	Emp Scale: [Dropdown]	Category: [Dropdown]
Service Type: AS	Religion: [Text]	<input type="checkbox"/> Deleted Image
Emp Code: [Text]	Caste: [Text]	
Selection - Year: [Text] Mode: [Dropdown] Rank: [Text]	Physical Disability: [Text]	
Seniority: [Text]	Married: [Text]	
Salutation: [Text]	Home State: [Text]	
Employee Name: [Text]	Home District: [Text]	
Employee Name (Hindi): [Text]	Personnel File No. [Text]	Scale Year: [Text]
Gender: [Text]	Account File No. [Text]	Date of Increment: [Text]
Father Name: [Text]	<input type="checkbox"/> Retired? [Text]	Retirement Date: [Text]
Father Name (Hindi): [Text]	Retirement Reason: [Text]	
Date of Birth: [Text]	<input type="checkbox"/> Inactive	Inactive Reason: [Text]
Appointing Authority: [Text]	Area of Specialization: [Text]	

Contact Details | Qualifications | Service Details

Present Address: [Text]	Std Code: [Text]	Phone No.: [Text]
Permanent Address: [Text]	Primary E Mail: [Text]	
Permanent Address State: [Dropdown]	Rajasthan Email: [Text]	
Permanent Address District: [Text]	NEC Email: [Text]	
Primary Mobile No.: [Text]	Email (Job): [Text]	
Alternate Mobile No.: [Text]		

Employee History

Masters > Transactions > Reports > Admin

Masters > Employee > Employee Service History

Service Code: [] Year: []
 Officer Name: [] Recruitment Type: []
 Post Code: [] Seniority: []
 Post Name: [] Post Type: []
 Post Name (Hindi): [] BRO Name: []
 Officer Scale Name: [] Post Scale: []
 District Name: [] Post State: []
 Sub Division Name: []
 Order Date: []
 Joining Date: []
 Receiving Date: []
 Effective Date: [] History Type: []
 Reference Details: []
 Remarks: []

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Department: [] Description: [] Post belongs to: []

Department: []

User Login

Masters > User Setup > User Login

Login ID: [] User Type: ADMIN []
 Password: [] E-mail: []
 Active Mobile

Roles: [] Departments: []

Role	Start Date	End Date
1	26/05/2015	[]

Enclosures

Masters > Configuration > Enclosures

DocID: Auto
 DocDate: 21/05/2015
 Service Type: []
 Doc. Type Name: []

Copy Forward To: []

Enclosure(Hindi)	Enclosure(English)	Type	Display Order
1	[]	Man	[]

Order Print Template

Masters > Configuration > Order Print Template

Template Name:

Order Text

Line Number1:

Line Number2:

Line Number3:

Line Number4 (Male):

Line Number4 (Female):

Line Number5:

Line Number 2.1 (Vacant Transfer):

Line Number 6 (Retirement):

Line Number 7 (Retirement (Male):

Line Number 7 (Retirement) (Female):

Line Number 8:

Line Number 9:

Line Number 10:

Line Number 11:

Line Number 12:

Notesheet

Line Number 1:

Line Number 2:

Line Number 3:

Line Number 4:

Line Number 5:

Proposal Report

Line Number:

Hindi Words

Masters > Configuration > Hindi Words

Vacant Post:

Officer Replaced By:

Month:

Note Sheet1:

Note Sheet2:

Note Sheet3:

Note Sheet4:

Order Sheet 1:

Order Sheet 2:

And:

Desire Expiry Days:

Desire Maturity Days:

Order:

Under Transfer:

Fill Post:

Don't Transfer:

Cancel Transfer:

Remove from Post:

Head Quoter:

Desire MP MLA Report Header:

APO Valid Days:

Search Rules

Masters > Configuration > Search Rules

Rule Name: Home Town
 Service: Service
 Department: Agriculture Department
 Doc Id: Aune
 Doc Date: 24/06/2015

All
 Ajmer
 Alwar
 Banswara

AIS
 State Service
 Subordinate Service
 Ministerial Service

Age
 Experience
 No of Years in Current Post

ALL
 Ajmer
 Alwar
 Banswara
 A.D.C. TO HON'BLE GOVERNOR
 P.A.P.O.
 ABSENT FROM DUTY
 ACEN (FAST TRACK)

Male
 Female

Under Training
 Under Suspension
 Under Transfer

DESABILITY /PH
 IMPORTANT
 TFC
 WIDOW
 ALCWA
 ALFC
 ALGNFA
 ASS. COMP. SECY.

Search Condition

Desires

Transactions > Desire

Desire No: Auto
 Desire For: Transfer
 Reference Type: VP
 Reference Name:
 Appointing Authority: ALL
 Designation: Inactive

Desire Date: 26/05/2015
 Desire Ref. Date:
 Employee Service Type: AIS
 Name of Employee:

Desire Details

Pool Code	Service Type	Desire Post	Parent Office	Desire District	Desire Remarks
1	AIS	ALL			

Proposal

Transactions > Proposal Header

Proposal No: Auto
 Service Type:
 Proposal Title:
 Parent Dept: Agriculture Department
 Search Rule Code:
 Search Rule Name:

Proposal Date: 26/05/2015
 Based on: Search Rule
 Desire From Date: 16/05/2015
 Desire To Date: 26/05/2015
 Desire For: ALL

Proposal Details List

Transaction Type	Officer Name	Proposed Post	District Name	Ref Name	Finalised
PROPOSAL	RAM LAL WADERA	Modify			Pending
PROPOSAL	VISHVA RANJHU PANDEYA	Modify			Pending
PROPOSAL	SURAJ PATEL	Modify			Pending
PROPOSAL	NAVIN CHANDELA BHATT	Modify			Pending
PROPOSAL	RAMA PANDEYA	Modify			Pending
PROPOSAL	POONAM CHANDI PATEL	Modify			Pending
PROPOSAL	BHUPAL PATEL	Modify			Pending
PROPOSAL	BHUPAL PATIL	Modify			Pending

Proposal Details

demo.ajfile-labs.com/gtp/asp/tstruct.aspx?act=load&transid=pmwl&recordid=12451781717

Proposal (Details)

Proposal No: PR000042

Officer Name: RAM LAL WADERA

Desire No: [Empty]

Desired Post: [Empty]

Post Cadre: Subordinate Service

Parent Department: DEPARTMENT OF PERSONNEL

Proposed Post: UNDER TRAINING AT RPA, JAIPUR

Present Officer: UNDER TRAINING AT RPA, JAIPUR (99995)

Remarks: Finalised ?

District Name	Ref Name	Finalised
		Pending
		Pending
		Pending
		Pending
		Pending
		Pending
		Pending
		Pending
		Pending
		Pending

Finalize Proposal

Officer Name	Validation	Status	Present Post	Proposed Post	Transfer Type	Ported Officer Proposed Post
RAM LAL WADERA	OK	Pending		UNDER TRAINING AT RPA, JAIPUR	Transfer	

Records Per Page: 10

Parameters: Proposal No: PR000042

Go Clear

Total no of records: 1 Page No (1) of 1

Generate Order

Transactions > Generate Order

Service Type*		Doc.No	Auto	Not Implemented	Proposal From Date	
Entry Date	26/05/2015	Order Date*	26/05/2015		Proposal To Date	
Proposal No.*		Signing Authority (Order)			<input type="checkbox"/> Show Remarks	
Service File No		Signing Authority (Notesheet)				
Service File No(Hindi)						

Remarks

Remarks

Footer

Order Validation Status Order Not Validated

Implement Order

Transactions > Generate Order