

राजस्थान सरकार  
सामाजिक न्याय एवं अधिकारिता विभाग  
अम्बेडकर भवन, जी-3/1, राजमहल रेजीडेन्सी एरिया,  
राजमहल पैलेस के पीछे, जयपुर-302005

क्रमांक: एफ 1 (2)( )/स्था./सान्याअवि/20/38149-52 जयपुर, दिनांक 7-10-20

उप निदेशक/सहायक निदेशक/  
सहायक निदेशक, राज्य महिला सदन, जयपुर/  
जिला पुनर्वास अधिकारी, कोटा/  
अधीक्षक नारी निकेतन/मानसिक विमंदित गृह/शिशु गृह/  
बालिका गृह/सम्प्रेषण एवं किशोर गृह/वृद्ध एवं अशक्त गृह,  
जिला बालक अधिकारी,  
सामाजिक न्याय एवं अधिकारिता विभाग/  
बाल अधिकारिता/विशेष योग्यजन विभाग,.....।

**विषय:-** विभाग में कार्यरत समस्त अधिकारियों एवं कार्मिकों द्वारा स्थानान्तरण के आवेदन  
ऑनलाईन मंगवाने बाबत।

उपरोक्त विषयान्तर्गत लेख है कि प्रशासनिक सुधार विभाग द्वारा प्राप्त निर्देशों  
के क्रम में संबंधित विभाग में कार्यरत समस्त अधिकारियों एवं कार्मिकों द्वारा स्थानान्तरण हेतु  
आवेदन ऑनलाईन प्रस्तुत किये जाने के लिए है। अतः ऑनलाईन आवेदन हेतु इच्छुक  
अधिकारी एवं कार्मिकों को सूचित किया जाता है कि आप स्वयं की SSO ID के माध्यम से  
राजकाज (Raj-Kaj/eOffice) एप्लीकेशन द्वारा स्थानान्तरण आवेदन की वांछित सूचना  
ऑनलाइन दर्ज कर सकते हैं।

ऑनलाईन आवेदन की प्रक्रिया हेतु मार्गदर्शिका SUPPORT.ITCELL.SJED  
@RAJASTHAN.GOV.IN पर उपलब्ध है।

अतः आपके जिले में कार्यरत स्थानान्तरण हेतु इच्छुक विभागीय अधिकारियों/कर्मचारियों  
को स्थानान्तरण बाबत ऑनलाईन आवेदन करने हेतु सूचित किया जाना सुनिश्चित करावें।  
संलग्न :- उपरोक्तानुसार।

(द्वारका प्रसाद गुप्ता)

अतिरिक्त निदेशक (सतर्कता एवं प्रशासन)  
जयपुर, दिनांक 7-10-20

क्रमांक: एफ 1 (2)( )/स्था./सान्याअवि/20/38149-52  
प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित हैं:-

1. निजी सचिव, निदेशक एवं संयुक्त शासन सचिव, सान्याअवि।
2. अतिरिक्त निदेशक(सतर्कता एवं प्रशासन) को सूचनार्थ प्रेषित हैं।
3. संयुक्त निदेशक(आई.टी.) मु0।
4. नोटिस बोर्ड।

अतिरिक्त निदेशक (सतर्कता एवं प्रशासन)

## **Transfer Posting Module – FAQ**

**1. What is Online Transfer posting module?**

User/Employee can apply for transfer request online through RajKaj.

**2. Before Applying transfer request online what things to be ensure?**

Your profile must be mapped on RajKaj, Your Posting details should be updated on RajKaj.

**3. My profile data is not updated or not correct?**

To update your profile e-mail your details to your department Computer Cell.

**4. How to apply for Transfer?**

- Login to SSO portal using the credentials (SSO Username & Password).
- In case user is not created you will get fetch details and enter your SSO id, fill the form correctly (Correct appointment department and other details).
- Once successful login, Click on the 'Raj-Kaj' icon click.
- Click on Application.
- -Search Transfer **request - self** click/open this option fill the details and submit.

**5. I did not find option of Transfer request- self in RajKaj.**

Send e-mail with your Employee id and SSO Id to your department Computer Cell. If any problem please mail support.itcell.sjed@rajasthan.gov.in

**6. How to apply for more than 1 district/office for transfer.**

User/Employee can add more preferences from Add Preference option to choose more than one preference. In case your desire block / office not available in list mention your details in remark option and / or attachment.

**7. How can I submit Desire/supporting documents through this portal?**

There is option of supporting Document you can attach your documents. (File size limit: 50MB)

**8. Required block/office name not available in form, for which I want to apply for transfer.**

Mention your details in remarks option and/or attachment.

# TRANSFER AND POSTING MODULE

## RAJ-KAJ

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DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION  
GOVERNMENT OF RAJASTHAN

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## 1. Introduction

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.

Major Stakeholders of this module are:

- All Employees of the department

Key features/functionality

- Online Submission of Transfer Request

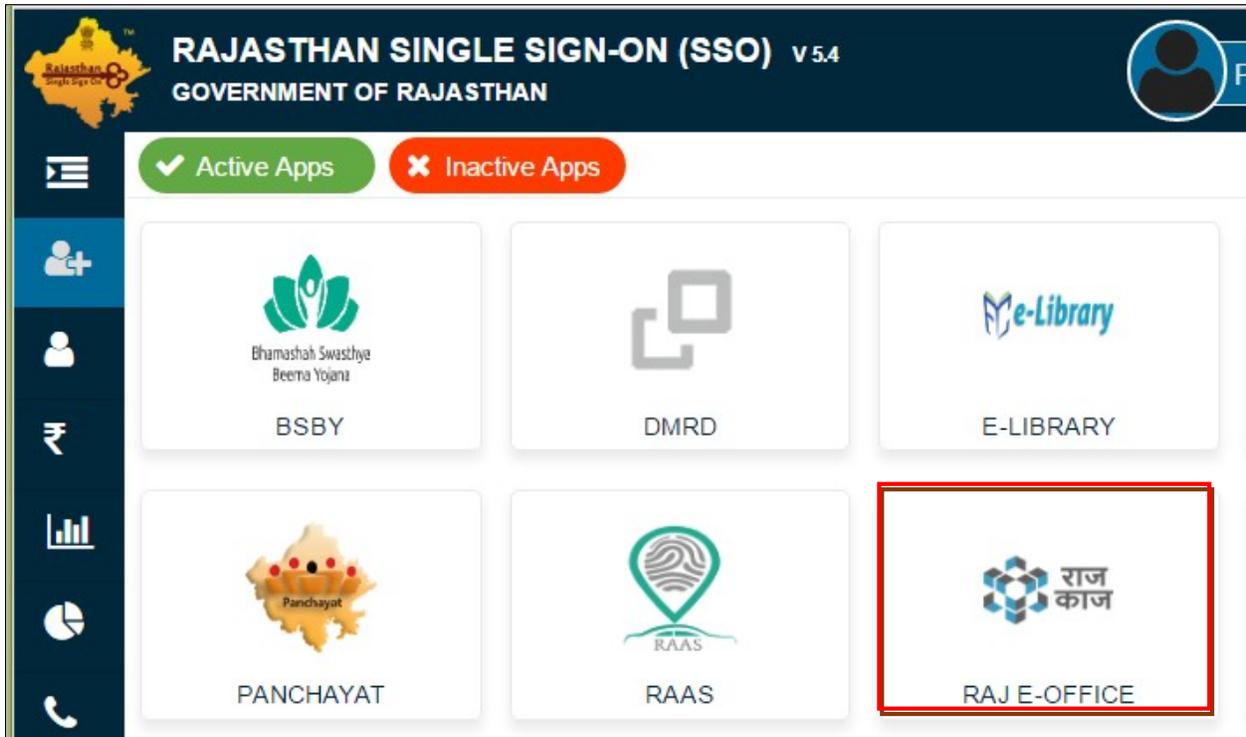
## 2. User Roles

A description of various user roles is provided below. Based on the below mentioned user roles, access rights will be given.

Sl.	User	Role
1.	All Employees	All Employee of the department can submit their Transfer Request.

## 3. 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 e-Office' icon will appear as under:



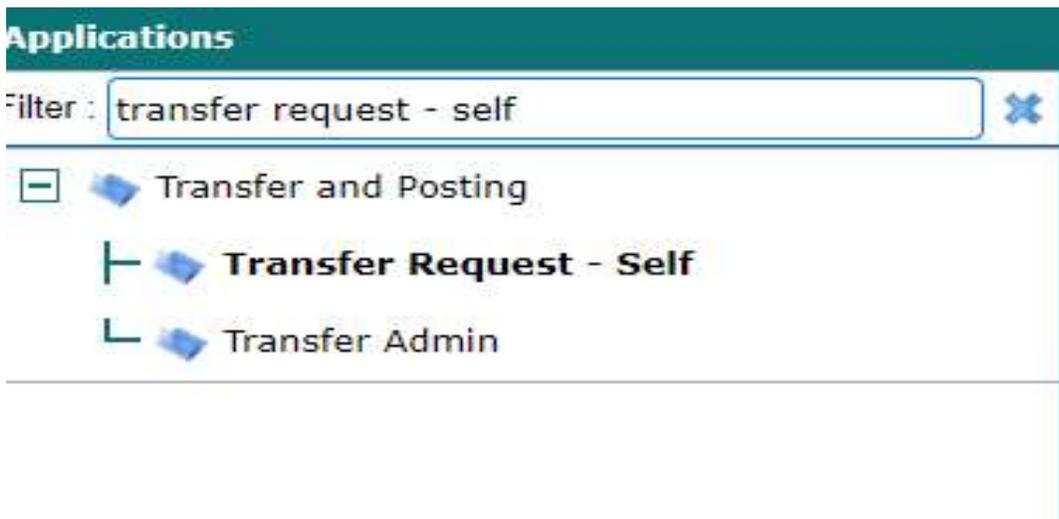
#### 4. Features and Functionality for the employees

On clicking Raj e-Office, user reaches the Raj-Kaj page as under:



To access the Transfer and Posting, user clicks on the following:

Path:: **Raj-Kaj → Applications → Transfer and Posting**



## 4.1. Transfer Request

Path: Raj-Kaj → Applications → Transfer and Posting → Transfer Request- Self

### New Request

1. On the Transfer Request- Self page, user clicks on New Request.
2. Select and fill the Request for (Transfer/Mutual Transfer).
3. Check your details Such as Name, Office, Post and Designation.
4. Select the District, Department and Office as an option
5. If more options are to be added click on add row.
6. Select the Reason for Transfer
7. If Reason for transfer is not available , select other and specify the reason
8. Mention Remarks (if any, in case your desired Location, Department, office is not found in list please mention).
9. Supporting Document: Attach your supporting documents.
10. Click on Save to save the application.
11. To submit the application click on Submit.
12. Select group name and submit, your application submitted now.

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 \* Transfer ▼

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**Employee Details**

Employee Name	Mr. RAMESH CHAND KUMAWAT	Employee Id	RJJF201919030849
Designation	Informatic Assistant	Present Post	Informatic Assistant (Department of Information Technology and Communication, Jaipur)
Posted District	Jaipur	Category	OBC
Home District	Jaipur	Qualification	-
Email Id	-	Mobile No.	9785536131

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**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	Jaipur	Information Technology and Con <span style="font-size: small;">🔍 ✕</span>	Department of Information Techni <span style="font-size: small;">🔍 ✕</span>	<span style="color: red;">✖</span>

Reason \* Home Town Request ▼

Remarks(Max 1000 Characters) You are request to transfer me in Jaipur at Medical and Health Department

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

Save
Submit
Reset
Close