

# 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

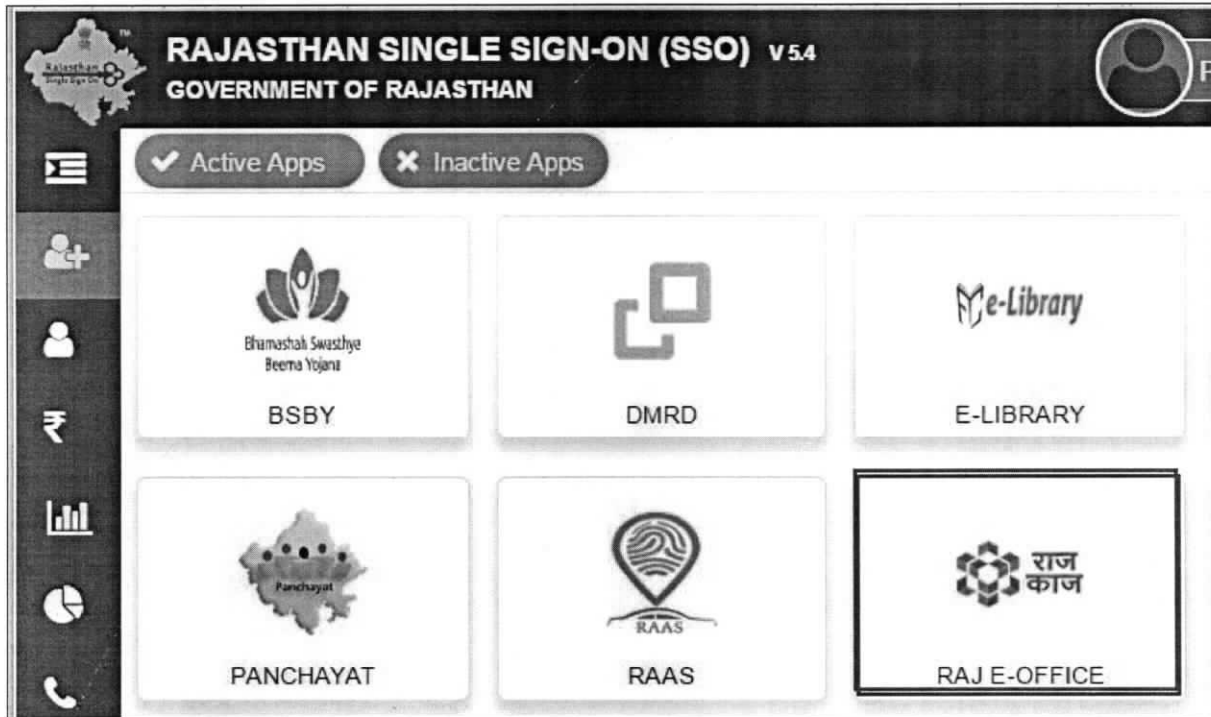
## 2. User Roles

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.

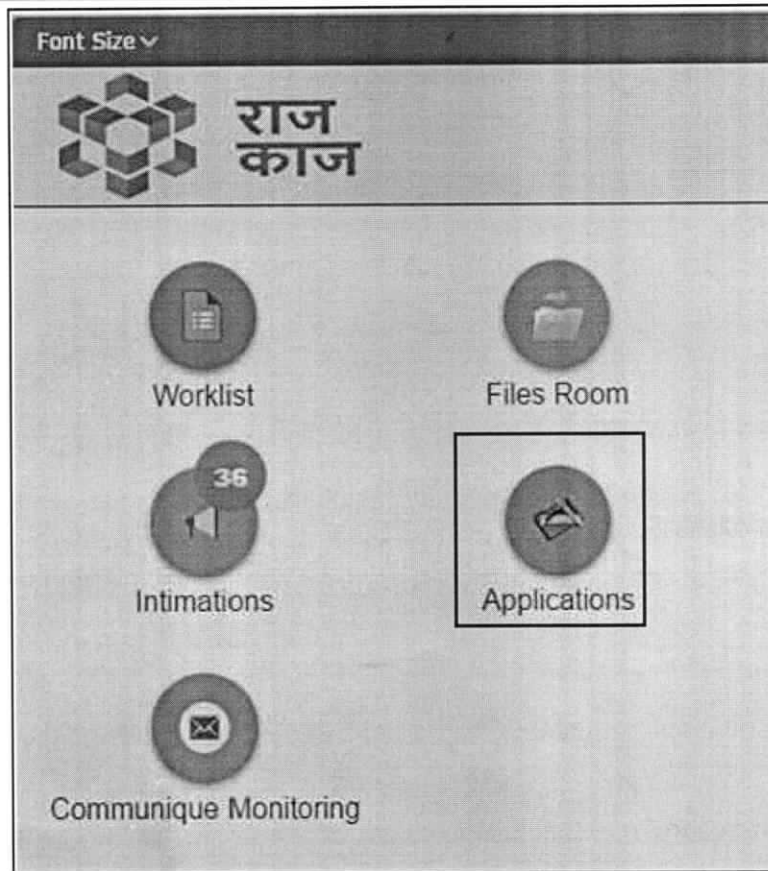
## 3. Accessing Raj-Kaj

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	RJJ201919030849
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

Sr. No.	District	Department	Office	Action
1	Jaipur	Information Technology and Con <span style="float: right;">ⓘ ✕</span>	Department of Information Techni <span style="float: right;">ⓘ ✕</span>	⊕

[Add Preferences](#)

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