

राजस्थान सरकार  
वित्त (राजस्व) विभाग

क्रमांक प.1(3)वित्त/राजस्व/2018

जयपुर, दिनांक : 11.01.18

समस्त अधिकारीगण,  
राजस्थान लेखा सेवा।

विषय:- अचल सम्पत्ति विवरण को स्वयं के SSO-ID से Log in कर राज-काज साफ्टवेयर में IPR-MODULE द्वारा ऑनलाईन स्वयं भरने के संबंध में।

महोदय/महोदया,

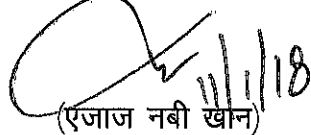
राज्य सरकार द्वारा समय-समय पर जारी किये गये निर्देशों एवं कार्मिक (क-1/गो0प्र0) विभाग के परिपत्र क्रमांक प.13(76)कार्मिक/क-1/गो.प्र./2011 दिनांक 27.12.2017 के क्रम में अधिकारियों से अपेक्षा की जाती है की वे वर्ष 2017 (01, जनवरी, 2018 की स्थिति में) अपना अचल सम्पत्ति विवरण SSO-ID से Log In कर राज-काज साफ्टवेयर में IPR-MODULE द्वारा ऑनलाईन स्वयं दिनांक 31.01.2018 से पूर्व भरना सुनिश्चित करावें। वर्ष 2017 के पश्चात्वर्ती वर्षों का अचल सम्पत्ति विवरण SSO-ID से Log In कर राज-काज साफ्टवेयर में IPR-MODULE द्वारा ऑनलाईन दिनांक 31 जनवरी से पूर्व भरना अनिवार्य है।

इस संबंध में प्रक्रिया का प्रारूप एवं संबंधित अधिकारियों के दूरभाष एवं संपर्क की सूचना संलग्न प्रस्तुत है।

कार्मिक विभाग द्वारा स्पष्ट वर्णित किया गया है की जिन अधिकारियों द्वारा अपनी अचल सम्पत्ति विवरण उपर्युक्त समय सीमा में नहीं भरेंगे तो उनको विजीलेंस क्लीयरेंस, पदोन्नति का परिलाभ व वेतन वृद्धि नहीं दी जावेगी।


संलग्न उपरोक्तानुसार।

भवदीय

  
(एजाज नबी खान)  
संयुक्त शासन सचिव

प्रतिलिपि : निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. अतिरिक्त निदेशक, वित्त (कम्प्यूटर प्रकोष्ठ) विभाग।

  
संयुक्त शासन सचिव

The "Immovable Property Return - IPR" module has been developed with an aim to automate the process of filling, submitting and viewing the Property Return of employees of Government of Rajasthan. Presently it is applicable for Gazetted Officers only.

**I. Steps to fill Immovable Property Return (IPR) in Raj-Kaj Application**

**1. Step 1: Login to SSO and access Raj-Kaj application:**

Using the credentials (SSO Username & Password), login to SSO portal <https://sso.rajasthan.gov.in/signin>. After successful login, click on the 'Raj-Kaj' icon to access the application.

**2. Step 2: Creation / Updation of Employee's Profile in Raj-Kaj application:**

For creation / updation of Employee's Profile in Raj-Kaj application, following cases exist:

Employee Profile does not exist in Raj-Kaj	Employee Profile exists in Raj-Kaj
<p>If employee's profile does not exist in Raj-Kaj application, the same can be created by the employee himself.</p> <ul style="list-style-type: none"> <li>• Click the Raj-Kaj icon. Employee's details as available in SIPP and SSO applications will be displayed.                             <ul style="list-style-type: none"> <li>○ Confirm that details like 'Aadhaar No., Employee ID, Mobile No. and Email ID' are correct.</li> <li>○ If not correct, employee can login to SSO profile and correct the same.</li> </ul> </li> <li>• After confirmation, employee will map personal details and service details in Raj-Kaj application and Save.</li> <li>• Proceed to fill the Immovable Property Return for the year 2017 (As on 01.01.2018).</li> </ul>	<p>If the employee's profile exists in the Raj-Kaj application, relevant details from Raj-Kaj will be displayed.</p> <ul style="list-style-type: none"> <li>• Employee will be able to add/update details like 'Aadhaar No., Employee ID, Mobile No., Email ID, Basic Pay'.</li> <li>• If his service details are not correct, then employee can contact Raj-Kaj Helpdesk for correction of the same.</li> <li>• Proceed to fill the Immovable Property Return for the year 2017 (As on 01.01.2018).</li> </ul>

**3. Step 3: Fill property details and submit IPR**

- The window for filling IPR for the year 2017 will be open from 01.01.2018 till 31.01.2018.
- Click on **Raj-Kaj → Manage Immovable Property Return** or Click on **Raj-Kaj → Applications → Employee functions → Manage Immovable Property Return**
  - Fill details of all properties one by one. Properties will get added in the Table on top of the screen.
  - Once details of all properties have been added, click on **View IPR** button to preview the IPR. In case of any changes click on **Add/Update/Delete** button, as the case may be.

- Click on **Submit IPR** button to submit the IPR. A One Time Password will be sent to the Aadhaar linked Mobile No. of employee. After successful verification of the OTP, e-Signed IPR will be submitted. On successful submission of IPR, employee will not be able to delete/re-submit IPR.
- Click on linked IPR displayed in the table to view the submitted IPR.

#### 4. Step 4: Nil Property

- If the Employee does not have any property, then select - **Please check to fill IPR with No Property Return**, provide remarks and Submit IPR. A One Time Password will be sent to the Aadhaar linked Mobile No. of employee. After successful verification of the OTP, e-Signed IPR will be submitted. On successful submission of IPR, employee will not be able to delete/re-submit IPR.
- Click on linked IPR displayed in the table to view the submitted IPR with Nil Property.

## II. Monitoring of IPR submission status by Designated Nodal Officers pertaining to their Departments

### 1. Step 1: Login to SSO and access Raj-Kaj Application

Nodal Officers should be registered user of Raj-Kaj; in the same way as mentioned in Section I – Point 1 and 2 above.

### 2. Step 2: Mapping of Nodal officers with designated Departments

Raj-Kaj team will map Nodal Officers with their designated departments based on the information provided – Employee ID, SSO ID, Employee Name, Designation, Department

### 3. Step 3: Access Reports of IPR

Nodal Officers will be able to access the Immovable Property Return (IPR) Status:

- Immovable Property Return (IPR) – Summary Report
  - List/Details of employees who have Submitted IPR
  - List/Details of employees who have Not-Submitted IPR
  - List/Details of all employees with their IPR submission status
- Immovable Property Return (IPR) – Detail Report

## III. Support

<p><b>SSO related:</b></p> <p>Email: <a href="mailto:helpdesk.sso@rajasthan.gov.in">helpdesk.sso@rajasthan.gov.in</a>          Ph: (0141) 5153222          (Ext. 25555)          IP: 25555</p>	<p><b>Raj-Kaj related:</b></p> <p>Email: <a href="mailto:support.eoffice@rajasthan.gov.in">support.eoffice@rajasthan.gov.in</a>          Ph: (0141) 5153222 (Ext. 21304, 22281, 21348, 23333, 23334, 21149)          IP: 21304, 22281, 21348, 23333, 23334, 21149</p> <p>Officer name and contact details:</p> <ul style="list-style-type: none"> <li>• Arif Siddiqui: 9549520764</li> <li>• Vineet Tulsyan: 7621846038</li> <li>• Sharaddha Adhikari: 7073334725, <a href="mailto:sharaddha.adhikari@gmail.com">sharaddha.adhikari@gmail.com</a></li> <li>• Manoj Sharma: 9828226768, <a href="mailto:manojsharma@rajasthan.gov.in">manojsharma@rajasthan.gov.in</a></li> </ul>
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