

‘Immovable Property Return’ in Raj-Kaj Application

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

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>SSO related:</p> <p>Email: helpdesk.sso@rajasthan.gov.in Ph: (0141) 5153222 (Ext. 25555) IP: 25555</p>	<p>Raj-Kaj related:</p> <p>Email: support.eoffice@rajasthan.gov.in 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"> • Arif Siddiqui: 9549520764 • Vineet Tulsyan: 7621846038 • Sharaddha Adhikari: 7073334725, sharaddha.adhikari@gmail.com • Manoj Sharma: 9828226768, manojsharma@rajasthan.gov.in
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