

NO OBJECTION CERTIFICATE MODULE **INTEGRATED RAJ E-OFFICE**

DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN

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1. Introduction

The objective of No Objection Certificate (NOC) Module of Integrated Raj e-Office is to automate the processes of apply, approval and issuance of various types of NOCs to the employees of Departments/PSUs of Government of Rajasthan.

2. User Roles

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

Sl.	Term	Meaning
1.	Verifier	A Verifier is the one who receives the NOC Application from the employee, provides his comments, verifies and forwards the NOC Application for approval. The Verifier may be a single authority or a group of employees.
2.	Approver	An Approver is the one who has the authority to approve/reject an NOC Application after it has been received from the Verifier.
3.	Mark To	Dealing official (of Establishment Section) responsible for record keeping and maintaining the employee's personal file or generating the related Orders.
4.	Send Intimation To (optional)	Any other employee(s) who needs to be informed regarding the approved NOC of the Applicant.

Pre-requisites

Before an employee can start applying for NOC, following are the pre-requisites:

- Employee SSO ID should be mapped with the Integrated Raj e-Office application.
- NOC approval hierarchy should be configured. This can be done by the employee or by the Establishment Section.

In case of any issues in configuring/updating approval hierarchy, the employee may contact the concerned Establishment Section for the same.

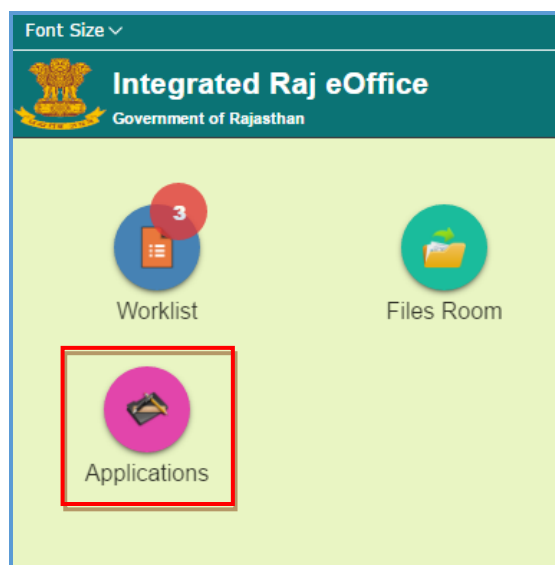
3. Accessing Raj e-Office

Using the credentials (SSO Username & Password) user is required to login to the SSO portal <https://sso.rajasthan.gov.in/signin>. The '**Raj e-Office**' icon will appear as under:

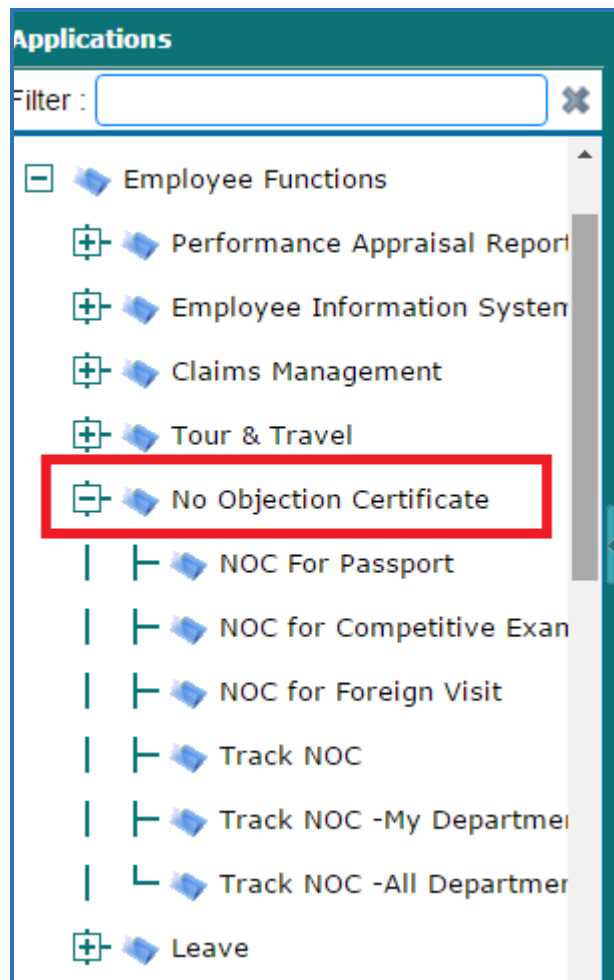


4. Features and Functionality for Employee (as applicant)

On clicking Raj e-Office, user can view the Integrated Raj e-Office page as under:



Path:: **Raj e-Office → Applications → Employee Functions → No Objection Certificate**



Before applying for any type of NOC, employee will perform the following functions:

- **Step 1: Manage Approval Hierarchy:** User will set the Approval Hierarchy before applying for various types of NOCs.
- **Step 2: Apply for NOC:** After setting the approval hierarchy, user can request for various types of NOCs. Each NOC application will flow as per the respective hierarchy being set for that NOC type.

4.1.Manage Approval Hierarchy

The Approval Hierarchy represents the flow of the NOC Application and comprises of 'Verifier', 'Approver', 'Mark To' and 'Intimation to' Authorities. Before applying for any type of NOC, the Approval Hierarchy of the employee should be configured in the system. While a particular NOC application is under process, hierarchy cannot be changed till the application is approved/rejected/disposed.

The Approval Hierarchy for different types of NOCs can be configured by the employee through the Manage Hierarchy - Self link. The Approval Hierarchy configuration can be done by the Establishment Section also. Path to configure the Approval Hierarchy:

Path:: **Raj e-Office → Applications → Manage Hierarchy → Manage Hierarchy-Self**

Create New Hierarchy

1. Click on Add, to add a Hierarchy for a particular NOC process. Already created hierarchy will be displayed in the table.

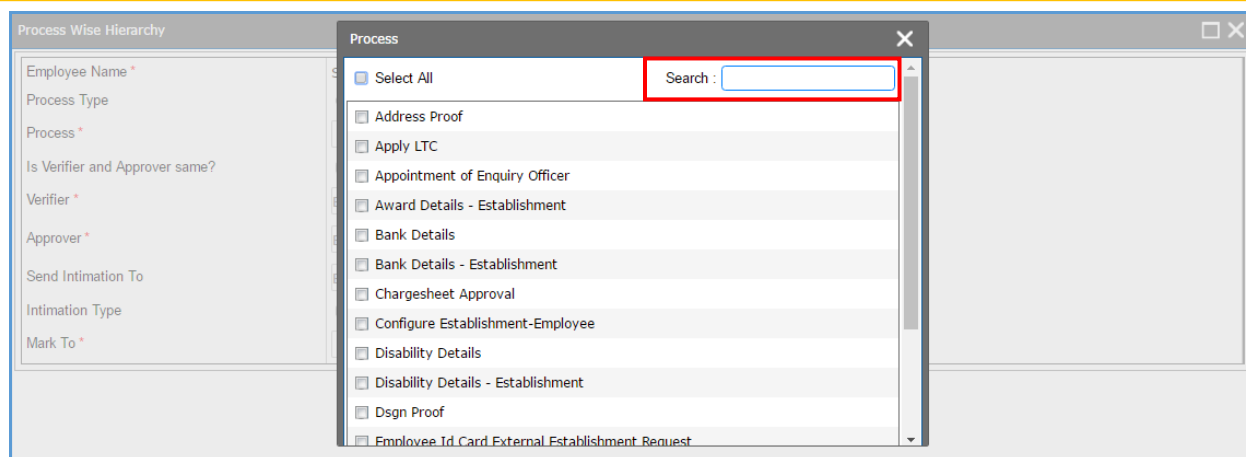
The screenshot shows the 'Manage Hierarchy' interface. It includes a search bar with 'Process' and 'Hierarchy Name' fields. A table lists existing hierarchies. The 'Add' button is highlighted with a red box.

Process	Hierarchy Name	Action
NOC for Competitive Exam	NOC for Competitive Exam_Rajesh Meena_RJP201119009354	[Edit] [Delete]

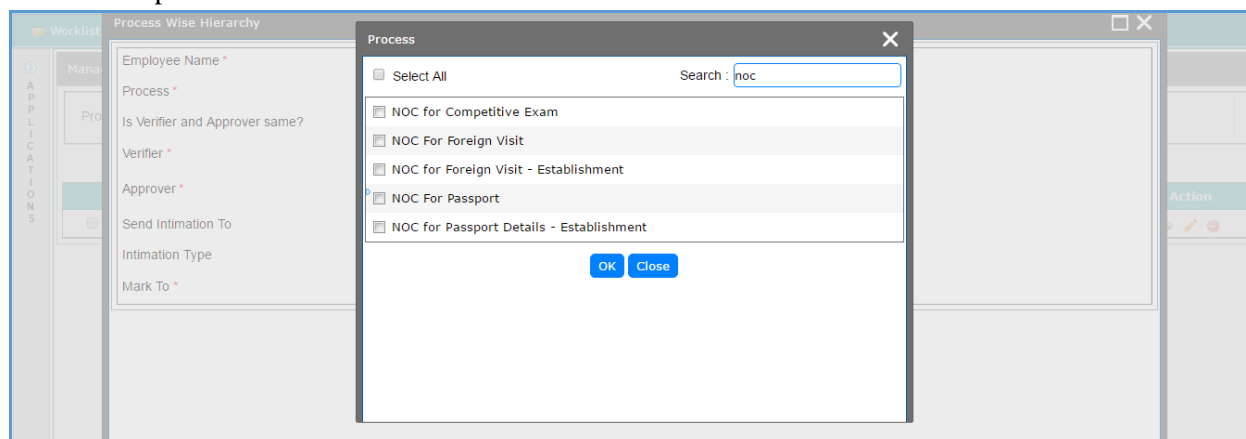
2. Screen for configuration of Process Wise Hierarchy will be opened as below.

The screenshot shows the 'Process Wise Hierarchy' configuration window. It includes fields for Employee Name, Process, Verifier, Approver, Send Intimation To, Intimation Type, and Mark To. The 'Process' field is highlighted with a red box.

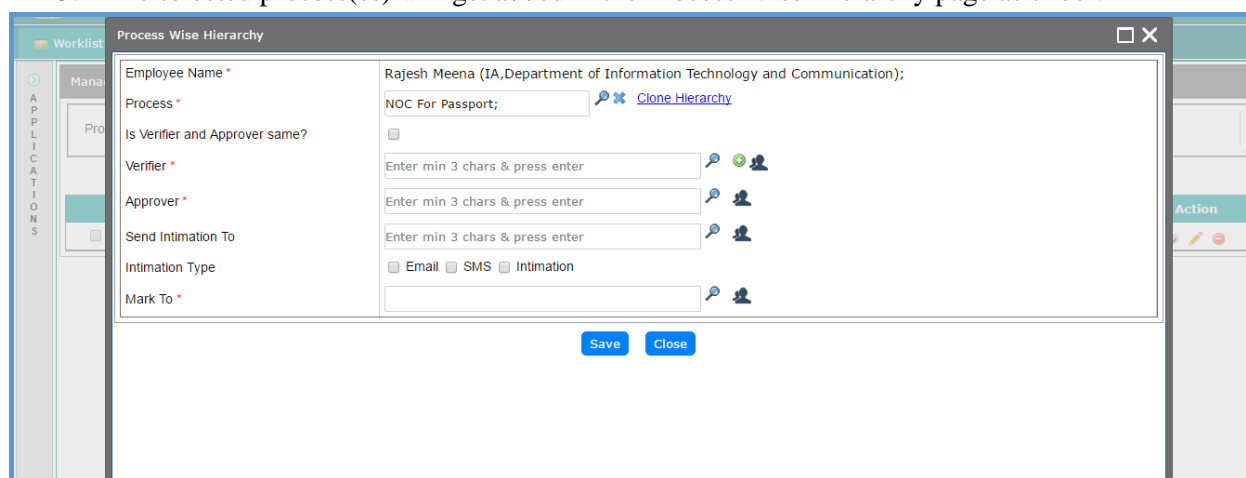
3. In 'Process', type the process name and click on Search icon [🔍] or simply click on Search icon [🔍]. List of processes will be displayed as under:




4. Type the process name against 'Search' label. In this case, type 'NOC'. All processes related to NOC module will be listed. Select relevant process(es) and click OK. User can select more than one process here.




5. The selected process(es) will get added in the Process Wise Hierarchy page as under.



6. Select the Verifier, Approver and Mark To authorities by clicking on the Search icon [🔍] next to each label. Verifier, Approver and Mark To can be a single authority or a group constituted for the purpose.

7. For selection of a Group as Verifier and Approver, click on the group icon [].
8. Verifier, Approver and Mark To will get added in the Process Wise Hierarchy screen as shown below:



9. In case of wrong selection, user can click on Cross icon [] to remove the selection.
10. Click on save to save the hierarchy for the particular type of process.

4.2. Apply for NOC

A user can apply for following types of NOCs through this module:

- **NOC for Passport**
- **NOC for Foreign Visit**
- **NOC for Competitive Exam**

4.2.1. NOC for Passport

Path:: **Raj e-Office → Applications → Employee Functions → No Objection Certificate → NOC for Passport**

1. Application form for NOC request for Passport will be opened. Select whether applying for Fresh passport or Re-issue (renewal) of Passport, Type of application (whether Normal or Tatkal), NOC required in Format: Annexure B or Annexure M and other mandatory fields.
2. Provide information (if any) about Departmental Enquiry, Preliminary Enquiry or criminal case(s) pending against the employee.
3. Attach the mandatory documents – Example: Copy of Identity Card.

Application Details

Employee Details

NOC request for Passport

Applying for * Type of Application *

NOC required *

Reason for Passport *

Other Informations

Whether any DE/PE or criminal cases against you is there ? * ☐ Yes ☐ No

Upload Attachment *

Identity Card Type * Identity Card Number *

Attachment *

No Attachment found

4. On clicking 'Submit' Button, NOC Application will be forwarded to the Verifier as configured in the NOC Approval Hierarchy of NOC for Passport. Accordingly, message will be displayed as under:

Application Details

Employee Details

NOC request for Passport

Applying for * Type of Application *

NOC required *

Reason for Passport *

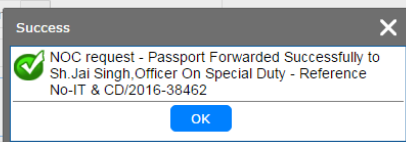
Upload Identity Proof *

Identity Card Type * Identity Card Number *

Attachment *

[Attach File\(s\)](#) [Max: 5 Attachments or 15 MB, Used: 1 Attachment of 713.28 KB]

[\[Untitled\]_21012016135628.pdf](#)



5. User will be able to view all previous NOC applications at the bottom part of the same screen.

Previous NOC List				
Sr. No.	NOC For Passport Fresh/Re-Issue	Status Approved/Rejected	File No.	NOC Order
1	Fresh Passport	Pending	NOC/Technical/2016-39066	
2	Fresh Passport	Approved	NOC/Technical/2016-39046	View Order
3	Fresh Passport	Approved	NOC/Technical/2016-39044	View Order
4	Fresh Passport	Cancelled	NOC/Technical/2016-39043	
5	Fresh Passport	Approved	NOC/Technical/2016-39029	View Order

6. User will not be able to apply for another NOC for Passport till an application is pending.

4.2.2. NOC for Competitive Exam

Path:: **Raj e-Office → Applications → Employee Functions → No Objection Certificate →NOC for Competitive Exam**

1. Application form for NOC request for Competitive Exam will be opened. Provide details of the Competitive Exam and Organization which is organizing the exam.
2. Provide Tentative Date of Exam (in MM/YYYY format), Employment Notice No. and Registration No.
3. Attach documents (if any) – Example: Copy of the advertisement, entrance exam identity card etc

4. On clicking 'Submit' Button, NOC Application will be forwarded to the Verifier as configured in the NOC Approval Hierarchy of NOC for Competitive Exam. Accordingly, message will be displayed as under:

5. User will be able to view all previous NOC applications at the bottom part of the same screen.
6. User will be able to apply for another NOC for Competitive Exam while an application is already pending for approval.

4.2.3. NOC for Foreign Visit

Path:: **Raj e-Office → Applications → Employee Functions → No Objection Certificate → NOC for Foreign Visit**

1. Application form for NOC request for Foreign Visit will be opened. Provide details of the Foreign visit – Dates, name of country(ies) to visit and other fields like Purpose of Visit, Source of Funds, Estimated Expenditure etc.
2. Attach document (if any) – Example: Copy of the ticket, copy of the passport etc

NOC Request for Foreign Visit			
From Date *	<input type="text"/>	To Date *	<input type="text"/>
Total Days	<input type="text"/>		
Visiting Places			
Continent *	<input type="text"/>	Country *	<input type="text"/>
Purpose of Visit *	<input type="text"/>		
Source of Funds *	<input type="text"/>		
Estimated Expenditure on Visit (Travel, boarding/lodging, visa, misc. etc in INR)	<input type="text"/>		
Remarks	<input type="text"/>		
Attachment			
Attach File(s) [Max: 5 Attachments or 15 MB]			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

3. On clicking 'Submit' Button, NOC Application will be forwarded to the Verifier as configured in the NOC Approval Hierarchy of NOC for Foreign Visit. Accordingly, message will be displayed as under:

From Date	26-Oct-2016	To Date	27-Oct-2016
Total Days	2		
Visiting Places			
Continent *	North America	Country *	Belize;Bermuda;
Purpose of Visit *	Personal		
Source of Funds *	Personal		
Estimated Expenditure on Visit (Travel, boarding/lodging, visa, misc. etc in INR)	<input type="text"/>		
Remarks	<input type="text"/>		
Attachment			
Attach File(s) [Max: 5 Attachments or 15 MB]			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Success

✓ NOC request - Foreign Visit Forwarded Successfully to Sh. Suneel Chhabra,AD - Reference No-DoIT & C/2016-38471

4. User will be able to apply for another NOC for Foreign Visit while an application is already pending for approval.

5. Features and Functionality for the Verifier

Any NOC Application submitted by the employee will be sent to the Verifier, which will be available in his Worklist.

Path:: **Raj e-Office → Worklist**

Click on the particular NOC request to open the file.

The screenshot shows the 'Worklist' application interface. The top navigation bar includes 'Worklist', 'User Manual', 'Files Room', 'Dashboard', 'Knowledge Bank', 'Management Info. System', and 'Applications'. The left sidebar shows 'Inbox', 'Create File', 'Outbox', 'Delegation', and 'My Draft Template'. The main area displays a table of NOC requests. The table has columns: File No., Description, From Department, From, Sent / Received Date, Read On, and Quick Actions. Three rows are highlighted with a red box, showing NOC requests for Mrs. Vijay Yadav, Mr. Dimple Singh, and Mr. Dimple Singh. The bottom of the interface shows a legend with 'Parallel Physical Process', 'Physical File', 'Previously Seen File', 'New', and 'Other'.

File No.	Description	From Department	From	Sent / Received Date	Read On	Quick Actions
NOC/Establishment/2017-39765	NOC - Passport Mrs Vijay Yadav (Clerk Grade-I)	Establishment	Mrs.Vijay Yadav	07 Feb 2017 01:06 PM	07 Feb 2017 01:07 PM	Forward, Cancel, Approve
NOC/Technical/2017-39729	NOC - Passport Mr. Dimple Singh (Informatic Assistant)	Technical	Mr. Dimple Singh	03 Feb 2017 02:48 PM	03 Feb 2017 02:49 PM	Forward, Cancel, Approve
NOC/Technical/2017-39720	NOC - Competitive Exam Mr. Dimple Singh (Informatic Assistant)	Technical	Mr. Dimple Singh	02 Feb 2017 05:22 PM	02 Feb 2017 07:14 PM	Forward, Cancel, Approve
EIS/NOC/Establishment/2017-39549	Suneel Chhabra (AD, Department of Information Technology and Communication) - Request for NOC-Competitive Exam Details	Establishment	Ms.Archana Sharma	18 Jan 2017 01:23 PM	19 Jan 2017 01:32 PM	Forward, Cancel, Approve

Once a file is opened, Verifier will perform following actions:

1. Add Noting

- Click on 'Noting Tab' to add/view noting.

2. Enquiry Details

- Verifier can fill the enquiry details related to any Preliminary Enquiry / Departmental Enquiry which may be pending against the applicant.
 - If the Verifier wants to forward the application without filling the enquiry details, he can tick against 'can be verified at next level' and Forward the application to the next level for verification.
 - If the Verifier wants to fill the enquiry details and also wants it to be verified at next level, he can fill the enquiry details and also tick against 'can be verified at next level' and forward the application.

3. Prepare NOC draft

- Verifier needs to prepare NOC draft and forward it. Anyone in the role of Verifier can prepare the NOC draft. The draft can be updated and saved at the next level till it reaches the Approver.

4. Forward/Return/Send within Hierarchy

- Click on 'Forward' to send the request to next level (next level can be a Verifier or the Approver, which depends upon the hierarchy configuration).
- Click on 'Return' to return the Application to the user from whom it has been received.
- Click on 'Send within Hierarchy' to send the file to any of the member configured higher in the Hierarchy.

The screenshot shows the NOC Management Module interface. At the top, there is a menu bar with options: Save, Actions, Forward, Return, Send To, Pending, View, and Close. The 'Forward' button is highlighted with a red box. Below the menu bar, there are tabs for Basic Info, Summary, and Help. The main form is divided into sections: Employee Details, NOC request for Passport, and Other Informations. The Employee Details section shows the following information:

Name	Vijay Yadav	Father's Name	-
Department	Department of Information Technology and Communication	Post	CLERK GRADE-I, Department of Information Technology and Communication
Contact No.	-	Marital Status	-
Date of Joining	19-Jan-2005	Date of Retirement	30-Jan-2035
Cadre	Rajasthan Computer Ministerial Services		

The NOC request for Passport section shows the following information:

Applying for *	Fresh Passport	Type of Application *	Normal
NOC required *	Annexure B		
Reason for Passport *	For foreign visit		

The Other Informations section shows the following information:

Whether any DE/PE or criminal cases against you is there ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
--	---

The right side of the form has a Noting section with the following text:

Para 1
-Sd-
Vijay Yadav
Clerk Grade-I, Establishment
07 Feb 2017 13:06:37

At the bottom right, there is a watermark that says "Activate Windows Go to PC settings to activate Windows."

6. Features and Functionality for the Approver

Any request which has been submitted to the Approver will be available in his Worklist.

Path:: **Raj e-Office → Worklist**

Click on particular NOC request to open the file and perform following actions:

1. Add Noting

- Click on 'Noting Tab' to add/view noting.

2. Enquiry Details

- Approver will view the enquiry details related to any Preliminary Enquiry / Departmental Enquiry which may be pending against the applicant. In case, enquiry details are not filled by the verifier, the approver can:
 - put the enquiry details or
 - return the application to the user from whom it has been received or
 - send the application within hierarchy

3. Approve NOC draft

- a. Before an NOC application can be approved, the Approver needs to approve the NOC draft. Before approving the NOC draft, the approver can:
 - i. edit the NOC draft, save and then approve the NOC draft
 - ii. return the application with appropriate Noting
 - iii. send the application within hierarchy with appropriate Noting

4. Approve/Not Approve the NOC

- a. Click on 'Approve' or 'Not Approve' to approve or reject the NOC application. Relevant notifications will be sent to the concerned.

5. Return/Send To/Send within Hierarchy

- a. Click on 'Return' to return the application to the user from whom it has been received.
- b. Click on 'Send to' to send the NOC file to any of the Hierarchy member. All members of the hierarchy will be listed as under
- c. Click on 'Send within Hierarchy' to send the file to any of the member configured higher in the Hierarchy.

The screenshot shows the DigiGOV application interface. The top header displays the file number 'IT & CD/2016-38463' and the subject 'NOC for Competitive Exam'. The 'Actions' menu is highlighted, showing options: Approve, Not Approve, Dispose, and Await. The main content area contains a form for 'NOC Request for Competitive Exam' with fields for Name, Department, Contact No., Date of Joining, Cadre, Father's Name, Post, Marital Status, Date of Retirement, Competitive Exam type, Applying for Post, Organization Type, Organization Name, and Testing Date Of Exam.

Once an NOC is approved, intimations will be sent to the employee and approved NOC Order will be visible in his Track NOC link.

7. Support

For issues related to NOC, approval hierarchy configuration, Verifier/Approver Groups contact:

Concerned Establishment section

For any application related issues, contact:

Email: support.eoffice@rajasthan.gov.in

Toll-Free Number: 1800-180-6127

Ph: (0141) 5153222 (Ext. 22281, 21304)