<u>Project - Integrated Raj e-Office</u> <u>Module: Leave Management</u>

<u>A.</u> <u>Prerequisites and General directions to use Leave Management Module of Integrated Raj e-</u> <u>Office</u>

- 1. Employee should have an official email ID on rajasthan.gov.in domain. If the employee has an official email ID in any other domains, eg @nic.in , @raj.nic.in etc, then that email ID need to be migrated to rajasthan.gov.in.
- 2. Employee should have a Single Sign On (SSO) ID. The official email ID on rajasthan.gov.in domain is also the SSO ID (eg SSO ID of <u>amit.kumar@rajasthan.gov.in</u> is amit.kumar). The password of email and SSO are same.
- 3. SSO ID should be mapped with Integrated Raj e-Office.
- 4. After login to the SSO portal <u>https://sso.rajasthan.gov.in/signin</u>, employee would be able to access the e-Office icon.

B. Step by step instructions:

- 1. User to enter URL: https://sso.rajasthan.gov.in/signin in the browser and press enter
- 2. Log in into the system using user credentials (i.e. SSO-id and password)
- 3. Based on user roles (e.g. User of establishment section, authority (Recommending, Approving, leave applicant, etc.)) access rights will be available.

C. Process Flow for User of 'Establishment Section' to Update Leave Balance

1. After successful login, user clicks on Raj e-Office \rightarrow Applications



2. User can update the leave balance of employee by clicking Employee Functions→Leave →Update Leave Balance



3. User will get a screen for Search options and list of employees. Through this screen, user can search an employee based on various parameters like Department, Designation, and Employee Name.

Employee Id		(Employee	Entre	min 3 share & press enter	1
Department/Office	e	Info	rmation Technology and Communit 🖉 🕷	Designation	(Eriter	Value and Frenk Enter to Sear	
				ALC: NOT A CONTRACT OF A CONTR			
Modify Leave B	alance						
	nglayeo Name	#1	Casual Leave P	hillingin Lawren	Half Pay Leave	Restricted Holiday Law	-
	nglayee Name		Casual Leave P	iviliige Leave	Half Pay Leave	Restricted Holiday Laa	
							-
	ngilayoo Namn		Casual Leave P	hillingir Linavu	Half Pay Leave	Restricted Holday Laa	

4. After User selects an employee from the search screen, below screen gets displayed.

Update Leave Balance					
Employee Id			Employee		Enter min 3 chars & press enter
Department/Office	Establishment	PX	Designation		Enter Value and Press Enter to Sourch
		Search	Hanast.		
mabled fields(if any) signifies that Leave Reques Modify Leave Balance	t is pending or Leave balance of tha	t employee(Pro	(bationer) cannot be u	pdated	
Employee Name 5	Cashad Loave	Privi	loga Laava	Half Pay Loave	Restricted Holiday Laave
Ram Charan Dhobi CLERK GRADE-I	0		0	0	Ø
Deepak Sharma, CLERK GRADE-I	1.0		28	32	2
Archana Sharma CLERK GRADE-I	0		OI.	0	i 0
Vijay Yadav, CLERK (GRADE-)	0		a	0	.0
Manisha Rathore, CLERK GRADE-II	0		a	o	() Q
Sanveer Singh Rathore CLERK GRADE-II	0		a	0	0
Vishal Singh Rathore.CLERK GRADE-II	i i i i i i i i i i i i i i i i i i i		0	a	0
Chandra Prakash Gunla CLERK GRADE-II	10		100	10	

5. User can update/add the leave balance and save the changes. On click on 'Save', leave balance for the employees gets updated.

shal Singh Rathore.CLERK GRADE-0	Ū.	0	a	a
handra Prakash Gupta CLERK GRADE-8	10	100	10	2
srender Kumar, CLERK GRADE-II	0	0	0	a
hagwan Singh, CLERK GRADE-II	0	0	0	ή(
un Kumar Kumawat, CLERK, GRADE-II	10	12	1	2
lukesh Kumar Regar.IV Class	0	0	0	0

D. Process Flow for User of 'Establishment Section' to Manage Leave Hierarchy

- 1. User can manage the leave hierarchy of employees by clicking Employee Functions→Leave →Manage Leave Hierarchy → Establishment
- 2. User will get a screen for Search options and list of employees. Through this screen, user can search employee based on various parameters like Department, Designation, and Employee Name.

Manage Leave Hierarchy								
Only active hierarchy records will be de	payed							
Search Employee								
Department Name	Information Technology	and Corr PX	Employee Name		Enter	min 3 shars 6 pres	s enter	P
Recommending Authority	Enter min 3 chars & pre	ets onter 👂	Approving Authorit	¢	Enter	min 3 chars & pres	e anter	P
Leave Type	Please Select	~						
		Search	Reset					
Employee Name	Recommending Authority =	Approving A	uthority =	Еллин Тура	÷.	Process		Status =
A.Phani Raja Shekhar (SEMT- CPO, SEMT)	Akhil Arora (COMM2SSIDNER, Department of Information Technology and Communication)	Akhil Arora (COM Department of Int Technology and Commutication)	MISSIONER, formation	Casual Leave				ACTIVE

3. User will click on add from below screen.

8	Abhay Kumar Soni (Informatic Assistant, Technical)	Department of Information Technology and Communication)	Department of Information Technology and Communication]	Special Casual Leave	ACTIVE	
12	Abhay Kumar Soni (Informatic Assistant, Technical)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Head Quarter Leave	ACTIVE	
10.	Abhilasha Joshi (Informatic Assistant, Technical)	Suneel Ohhabra (AD, Technical)	Sunnel Chhabra (AD, Technical)	Head Quarter Leave	ACTIVE	
11	Abhilasha Joshi (Informatic Assistant, Technical)	Suneel Chhabra (AD, Technical)	Suneel Chhabra (AD, Technical)	Leave Not Due	ACTIVE	
16	< 1 / 10 > >				[1-30/300]	
			Add Update Deartivate			

4. User can search employee, recommending/approving authority, intimation and Mark to authority for the selected employee.



5. After selecting, by clicking on Save button, Leave hierarchy will be configured.

E. Process flow for Leave Applicant

1. After successful login, user clicks on Raj e-Office \rightarrow Applications



2. User Can check their leave balance from 'My Leave Balance Screen' by clicking on Employee Functions→Leave →My Leave Balance



User can check leave status from this link

3. User will get the below screen for leave balance.

Такине Турю	Availed Balance	Remaining Balance	Leaves Awaiting Approval	Current Balan
Casual Leave	14.50	5.00	1:00	11.50
Half Pay Leave	14.00	32.00	0.00	33.00
Privilege Leave	3.00	245.00	0.00	247.00
Restricted Holiday Leave	1.00	1.00	0.00	1.00
200 · · · · · · · · · · · · · · · · · ·		5##		

4. User can apply leave by clicking Employee Functions \rightarrow Leave \rightarrow Apply Leave



5. User will get below screen on click on apply leave.

	Vorklist 📔 Files Room 🔢 Applications	
2	Apply For Leave	
	Combinational Leave	© Yes ❀No
	Leave Type *	Please Select V

6. User can select leave type and fill the mandatory details from this screen.

Apply For Leave			
Combinational Leave	O Yes B No		
Leave Type *	Cannal Linava		
Leave Details			
Sub Leave Type	Please Select		
Balance	5.00	Leaves Awaiting Approval	1.00
Start Date "	商	End Date *	0
Total No. Of Leave Days (Holiday List)	+		
Contact No. *	91		
Prefix	O Yes * No	Suffix	© Yes ♥ No
E Head Quarter Permission			
Leave Reason			
Leave Hierarchy			
Approving Authority	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Recommending Authority	Aktil Arora (COMMISSIONER, Department of Information Technology and Communication)
Send Intimations To:			

7. On click on 'Submit', employee can submit the leave request.

Sub-Leave Type	Please Select *		
Balance	5.00	Leaves Awaiting Approval	1.00
Start Date *	(四)	End Date *	100
Total No. Of Leave Days (Holiday List)	+-		
Contact No. "	91		
Prefix	😳 yes 🔻 No	Suffix	🗇 yes 🛎 No
Mand Dominie Reconfected			
Leave Reason	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Recommending Authority	Akhil Arura (COMMISSIONER, Department o Information Technology and Communication
Leave Reason Leave Hierarchy Approving Authority Send Intimations To:	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Recommending Authority	Akhil Arura (COMMISSIONER, Department o Information Technology and Communication

Submit

8. After submitting, request will move to Recommending Authority.

F. Process flow for user of 'Recommending Authority'

1. Recommending authority can check the leave request by clicking on Worklist.

Font 5iz	.128.82:7070/PageMapper7_targetPage=HomePage
	Integrated Raj eOffice
2	
2	Worklist Files Room
	Annications

2. User can click on particular leave request and open the file.



3. User gets below information of leave request after opening the file.

8		DigiGOV	Google Chrome				
10.6	8.128.82:7070/PageMapper?_targetPage=M	ainLayout&BottomRightPage=SW5ib3g	=&privid=1&ModuleName=Worklist&Privila				
File De	itails [Vertical View] - [File No.:DoIT & C/OSI	0/2016/36659] [Subject:Leave Applicatio	n)				
Save	Pendency Close						
FILE	DETAILS						
0		.i. e	asic Info				
NO	Employee Details						
O T I N	Employee Details	T AN ALCO ALCONOMICS	1.53530523903533425				
Ĝ	Employee ID	RJJP199519004782	Employee Name				
	Designation	Officer On Special Duty	Department				
	Date of Birth	10-Aug-1971	Date of Joining				
	Contact Number		Email				
	Post Name	Officer On Special Duty	~				
	Leave Details						
	Leave Type	Privilege Leave					
	Start Date *	09 Feb 2016	End Date *				
	Total No. Of Leave Days (Holiday List)	1.00	Contact No.*				
	Leave Reason	a					
	Address	a					

4. Recommending Authority can put the remarks from below screen. After putting the remarks, authority Forwards the request to Approving Authority by clicking on 'Forward' button.

	. DETAIL 3		
۲	Noting	Basic I	Info
N O T	MI Notings		
i N			
G			
	Font	9008364	Employee Name
	Standard Notings	IR.)	Department
		2	Date of Joining
		2	Email
		IR.) 🗸	
		ter Leave	
		6	End Date *
			Contact No.*
	· · ·		
	×		
	PREVIOUS NOTES	Fo	rward

G. Process flow for user of 'Approving Authority'

1. Recommending authority can check the leave request by clicking on Worklist.



2. User can click on particular leave request, and can open the file.



3. User gets below information of leave request after opening the file.

8		DigiGOV	Google Chrome					
10.6	8.128.82:7070/PageMapper?_targetPage=M	ainLayout&BottomRightPage=SW5ib3g	=&privid=1&ModuleName=Worklist&Privila					
File De	itails [Vertical View] - [File No.:DoIT & C/OSI	0/2016/36659] [Subject:Leave Applicatio	n)					
Save	Pendency Close							
FILE	DETAILS							
0		.i. e	asic Info					
NO								
i.	Employee Details	1.53530523903533425						
Ĝ	Employee ID	RJJP199519004782	Employee Name					
	Designation	Officer On Special Duty	Department					
	Date of Birth	10-Aug-1971	Date of Joining					
	Contact Number		Email					
	Post Name	Officer On Special Duty	~					
	Leave Details							
	Leave Type	Privilege Leave						
	Start Date *	09 Feb 2016	End Date *					
	Total No. Of Leave Days (Holiday List)	1.00	Contact No.*					
	Leave Reason	a						
	Address	a						

4. Approving Authority can put the remarks from below screen. After putting the remarks, authority can Approve/reject the request.

Pendency Close							
DETAILS			0				
	Basic	Info					
Leave Balance Details (Click Here To Op	en/Close)						
Employee Details							
Employee ID Designation Date of Birth Contact Number Post Name	RJJP199519004782 Officer On Special Duty 10-Aug-1971 Officer On Special Duty	Employee Name Department Date of Joining Email	Jai Singh Information Technology and Communication Department 10-Aug-1995 vineet tulsyan44@gmail.com				
Leave Details							
Leave Type Start Date * Total No. Of Leave Days (<u>Holiday List</u>) Leave Reason Address	Half Pay Leave 13 Jun 2016 2.00	End Date * Contact No. *	14 Jun 2016 8010732294				

5. On rejection of request, intimation will be sent to the Leave applicant.

6. On approval of request, file will move to Establishment Section.

H. Process flow for user of 'Establishment Section' for leave request

1. Recommending Authority can check the leave request by clicking on Worklist.



2. User can click on particular leave request, and open the file.



3. User gets below information of leave request after opening the file.

		DigiGOV™ -	- Google Chrome						
10.6	8.128.82:7070/PageMapper?_targetPage=M	ainLayout&BottomRightPage=SW5ib3g=	&privid=1&ModuleName=Worldist&Privilag						
File De	tails (Vertical View) - [File No.:DoIT & C/OSE	0/2016/36659] [Subject:Leave Application							
Save	Pendency Close								
FILE	DETAILS								
۲		Bas	sic Info						
N O T	Employee Details								
N G	Employee ID Designation Date of Birth	RJJP199519004782 Officer On Special Duty 10-Aug-1971	Employee Name Department Date of Joining						
	Post Name	Officer On Special Duty							
	Leave Details								
	Leave Type Start Date " Total No. Of Leave Days (Holiday List)	Privilege Leave 09 Feb 2016 1.00	End Date *						
	Leave Reason Address	a a	A subsequence granter of						

4. Establishment Section user gets below screen for generating the Order

Rendency Close			
ETAILS			0
	Ba	sic Info	
Employee Details			
Employee ID	RJJP199519004782	Employee Name	Send to other
Designation	Officer On Special Duty	Department	establishment section
Date of Birth	10-Aug-1971	Date of Joining	establishment section
Contact Number		Email	et tulsyan44@gmail.com
Post Name	Officer On Special Duty	£	
Leave Details			Generate order for
Leave Type	Privilege Leave		pur de didi reave type
Start Date *	09 Feb 2016	End Date *	
Total No. Of Leave Days (Holiday List)	1.00	Contact No."	Dispose the file
Leave Reason	а		Dispose the file
Address	a		
Send To	Enter min 3 chars & press enter	AP	

I. Process flow for Leave Applicant for Leave Cancellation

1. User can cancel the leave by clicking on below node.



2. User will get a screen for Search options and list of employees. Through this screen, user can search employee based on various parameters like leave type, leave start date, end date.

Smi	ari Lauree								
Sele	ction Parameters								
Leave Type		Piease	Select	~					
Lea	ve Start Date				Leave En	d Date			
						N. C. C.			
					search reser				
eat	ve Cancellation Form								
	Hoquest Humbur +	Louve Type 9	Start Date	Ŧ	Ind Date	-	Request Data 🗧	Total No. Of Leave Days(Holiday List)	Leave Status
0	DelT & C/OSD/2016/96526	Casual Leave	08 Feb 2016		08 Feb 2016		05 Feb 2016	1.00	Approved
10	DoiT & C/OSD/2016/36531	Casual Leave	06 Feb 2016		08 Feb 2016		08 Feb 2016	0.60	Approved
ō.	DoiT & C/OSD/2016/36532	Casual Leave	10 Feb 2016		10 Feb 2016		08 Feb 2016	1.00	Approved
Ű.	DoiT & C/OSD/2016/36565	Casual Leave	01 Mar 2016		01 Mar 2016		16 Feb 2016	1.00	Approved
0	DofT & C/OSD/2016/36630	Casual Leave	16 Feb 2016		16 Feb 2015		25 Feb 2016	1.00	Approved

3. User will select the radio button of leave request, fill the leave cancellation reason and submit.

1.242		Contaction for the second of the					
Upk	and Document						
Leav	ve Cancellation Reason *						
•	DolT & C/05D/2016/36727	Head Quarter Leave	09 Nov 2016	15 Nov 2015	04 Apr 2016	3.00	Pending
0	DolT & C/DSD/2016/36530	Combination Litave	22 Feb 2016	24 Feb 2016	08 Feb 2016	3.00	Approved
0	DolT & C/DSD/2016/36688	Half Pay Leave	15 Mar 2016	15 Mar 2016	10 May 2016	1 00	Approved
10	DolT & C/DSD/2016/36648	Half Pay Leave	14 Jan 2016	15 Jan 2016	28 Feb 2016	4.00	Approved
0	DolT & C/OSD/2016/96633	Half Pay Leave	10 Mar 2016	10 Mar 2016	25 Feb 2016	1.00	Approved
Φ.	DolT & C/05D/2016/36632	Half Pay Leave	03 Feb 2010	05 Feb 2016	25 Feb 2016	6.00	Approver

- 4. If leave request is in pending status, leave request gets cancelled and system will send the intimation to recommending/approving authority.
- 5. If leave request is approved and leave date is not yet passed, then leave request gets cancelled and system will send the intimation to recommending/approving authority.
- 6. If leave date passed, in that case cancellation request will go to approving authority for cancellation.

J. Process flow for Approving Authority for cancellation of approved leave

1. Approving authority will click on Employee Functions \rightarrow Leave \rightarrow Approved leave cancellation



2. User will get a screen for Search options and list of employees. Through this screen, user can search employee based on various parameters like leave type, leave start date, end date.

Appr	oved Leave Cancellation								
Sele	ction Parameters								
Lea	ие Туре	Please Select	~						
Lea	ve Start Date			Leave End Date				芭	
				narch Reset					
Lean	es Cancellation Form								
	er sanssannen i den								
	Request Number :	Employee Name	Larns Type 7	Mart Date 3	End Date		equest Date	Total no. Of Leave Drys	Laure Mate
0	Doguest Mumber 5 <u>Dolf 8</u> <u>O/Technical/AP(2015/3</u> 5542	Smt. Jyob Arcrat, AP, Department of Information Technology and Communication)	Laaren Types 2 Catual Leave	Nart Date 5 12 Feb 2016	End Date	a 30	reposed Data 12 Feb 2016	fetal his. Of Lisave Days	Approved
0 0	Request Number E CritichicalAPi2016/3 5045 CritichicalAPi2016/3 CritichicalAPi2016/5 5555	Employee Rome 5 Smt. Jyob Arcrat AP, Department of Information Technology and Communication) Smt. Jyob Arcrat AF; Department of Information Technology and Communication	Linnen Types 2 Casual Leave Casual Leave	Number 3 12 Feb 2016 15 Feb 2016	Emil Date 12 Feb 2016 15 Feb 2016		12 Feb 2016	Tetal Nu. Of Leave Days 0.50 1.00	Approved

3. User will select the radio button of leave request, fill the leave cancellation reason and submit.

-	K GRADE- 1/2016/36676	GRADE-I, Department of Information Technology and Communication)	Privilege Leave.	14 Mar 2016	17 Mar 2016	14 Mar 2016	4.00	Approved
0	DOT & CCOMMISSIONER/20 16/36705	Sh.Akhil Arora(Secretary To Government, Information Technology and Communication Department)	Haff Pay Leave	29 Mar 2016	01 Apr 2016	19 Mar 2016	4.00	Approved
0	IT & COISECRETARY IO GOVERNMENT/2015/3 6700	Sh. Akhil Aroraj Secretary To Government information Technology and Communication Department)	Hat Pay Leave	19 Mar 2016	23 Mar 2016	19 Mar 2016	5.00	Approved
.eav	e Cancellation Reason "							
tipio	ad Document							

4. Leave request gets cancelled, and system will send intimation to leave applicant.

K. Process flow for applicant for Manage Leave Hierarchy for self

1. User can manage the leave hierarchy by clicking Employee Functions →Leave → Manage Leave Hierarchy.

Filter :
🖃 🔖 Employee Functior
🕂 🦄 Performance A
🗄 🗠 🔖 Leave
🗕 🔖 My Leave E
🗕 🔖 Apply For L
🗕 🔖 Apply For L
– 🔖 Cancel Lea
> 📙 👆 Manage Lei

2. User will click on add from below screen.

			Add Opdate Deactivate		
K.	< 1 / 10 > >				[1-30/300]
П.	Abhilasha Joshi (Informatic Assistant, Technical)	Suneel Chhabra (AD, Technical)	Suneel Chhabra (AD, Technical)	Leave Not Due	ACTIVE
D .	Abhilasha Joshi (Informatic Assistant, Technical)	Sumeel Ohhabra (AD, Technical)	Surreel Chhabra (AD, Technical)	Head Quarter Leave	ACTIVE
0	Abhay Kumar Soni (Informatic Assistant, Technical)	AkNI Arora (COMMISSIONER, Department of Information Technology and Communication)	Akhil Arora (COMMISSIONER, Department of Information Technology and Communication)	Head Quarter Leave	ACTIVE
8	Abbiev Kumar Soni (Jeormatic Assistant, Technical)	Technology and Communication)	Technology and Communication]	Special Casual Leave	ACTIVE

3. User can select leave type and search Recommending/Approving Authority, intimation and Mark to authority for the self.

1,08,14	28.82.7070/PageMapper1_targetPage	=Mani,ayoutodettomRij	ghtPage=ClmxhbmtClYWdl8kpm	/id=7008/ModuleNam	e=Application	sarrmlageid=7008privName=	Applications
	ntegrated Raj eOffice	-				a tilde bis til fan skale som skile for	
25	and second in Figure land	Manage Leave Hierarchy			×		
	C Bille tem RAulestion	Manage Leave Hierar	chy .				
100		Employee Name	Rajesh Meena (IA, Department o	f Information Technol	1		
-		Leave Type+	OL IN HPL IN HOL IN UND IN	$PL \equiv RH_{L} \equiv SCL \equiv S$			
	Legityee Some	Is Recommending and Accessing Authority				Leave Type	i Skattar
	Report Houna (3A, Technical)	same 7	5		-	Canal Leave	ACTIVE
		Recommending Authority	Bister nie 3 char & preis enter		P		
	Rajorit Heena (14, Technical)	Approving Authority *	Briter nin 3 diar & press ettar		P	Regulated Holiday Lason	Activ
		Send intimations To:	Enter min 3 char & press writer		P		
	Rapeli Heera (JA, Technical)	Mark To "	Enter min 3 char & press etter		0	Lazon Net Don	active
	Rated Nerra DA Technical					Spirits Canad Laws	142104
		Lanunder	Save				
	 Rajiedi Heena (D., Technical) 	CL - Casual Loave	HPL - Half Pay Leave	HQL - Head Quarter	Lase	Head Quarter Lasks	140704
-		LND - Leave Not Due	PL - Privilege Leeve	RHL - Restricted Ho	6day Leave		
		SCL - Special Casual Lea	ove SL - Special Leave				
		-					

4. By clicking on save, leave hierarchy for the selected leave types gets configured.

L. Process flow for Apply Leave on behalf of – Rights required

1. User can apply leave on behalf of other employee, only if user has rights to do the same.



2. User can search the employee, for whom he wants to apply leave, from below screen.

	Worklist	[Files Room	E Applications		
<u>ک</u>	Apply F	or Leave On Behalf	:		
P P L	Employe	ee*		Enter min 3 chars & press enter	P
I C A					
T I O					
N S					

3. User will fill the mandatory details and submit.

Apply For Leave On Behalf				
Employee *	Akhil Arora (COMMESSIONER, Department of Information Techr 🔎 🕷			
Leave Type '	Casual Leave			
Leave Details				
Sub Leave Type	Please Select 😪			
Balance	9.50	Leaves Awaiting Approval	4.00	
Start Date *	20-Apr-2016	End Date *	20-Apr-2016 💼	
Total No. Of Leave Days (Holiday List)	1.0			
Contact No. "	91			
Prefix	Yes # No	Suttx	O Yes # No	
Head Quarter Permission				
	Ē.			
Leave Reason				

Leave Reason				
eave Hierarchy				
Approving Authority	Jyoti Arora (AP: Technical)	Recommending Authority	Jyo6 Arora (AP Technical)	
Send Intimations To:	Jai Singh(Offker On Special Duty, Information Technology and Communication Department)			
маж То	Rajesh Meena (Informatic Assistant, 1	Rajesh Meena (Informatic Assistant, Technicat)		
upload Document (Click Here)	o Open/Close)			

4. On submit, Leave application will be processed through the Leave approval hierarchy. And system will send intimation to employee.

M. Support Team:

1. For official email ID related issues:

Contact: helpdesk.email@rajasthan.gov.in , Ph: (0141) 5153222 (Ext. 25555, 21363)

2. For SSO ID related issues:

Contact: helpdesk.sso@rajasthan.gov.in , Ph: (0141) 5153222 (Ext. 23717)

3. For mapping SSO ID with Integrated Raj e-Office

Contact: support.e-Office@rajasthan.gov.in Ph: (0141) 5153222 (Ext. 21335)

4. For Leave balance update

Contact your Establishment section.