

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (2)IT/01/2015 Part-III  
Dated: April, 2024

**OFFICE ORDER**

The Government of Rajasthan has decided that all files, PUCs etc. shall henceforth be processed through E-file (Raj-Kaj) of DoIT system only. The progress of implementation of e-filing will be regularly monitored by Chief Secretary, Govt. of Rajasthan and he may visit different Unit offices randomly.

Therefore, the Management of the Corporation has decided to opt for e-file system in Head Office as well as at all Unit Offices. All Unit Offices have complete IT infrastructure and for RajKaj/e-filing, Digital signatures, scanning & processing the files online and are directed to opt following practices :-

1. Process all files at Unit Office level on E-file system only.
2. More than 3.0 lakhs files of all Unit offices are scanned and saved on ERP Portal, these files are required to be uploaded on RajKaj portal also. Needful actions are to be taken for completion of this task.
3. All files are to be sent to Head Office through E-file (RajKaj/ERP) software only.
4. You are directed to submit compliance and pendency report of online processed files to Head Office on weekly basis.
5. No files would be received through offline mode. In case, any file is required to be submitted offline then prior approval is required to be taken by the competent authority and that file should be forwarded in online mode also.

All Controlling officers and Nodal officers are directed to monitor the processing of internal files at Unit Offices related to service delivery to entrepreneurs to be processed through E-file/ERP software only.

It is enjoyed upon all employees that all files and PUCs shall be processed through e-filing system only. After 16<sup>th</sup> April, 2024, no physical files will be entertained.

All employees are directed to follow the directions strictly and ensure compliance.

**(Subhash Maharia)  
Advisor (A&M)**

Copy to:

1. All Controlling Officers/Cell In-charges.
2. All Nodal Officers/ All Unit Heads
3. IT Cell for providing technical assistance.

Copy also to:

1. Sr. PS to Chairman for information please.
2. Sr. PS to MD for information please

RajKaj Ref  
6670737

Advisor (A&M)  
**Signature Not Verified**  
Digitally Signed by  
SUBHASH MAHARIA  
Designation : Advisor  
Date :16-04-2024 08:21:12