

USER MANUAL

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Apps view-source:10.70.2... json2csharp - gener...

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Click on SSO Login



Government of Rajasthan
Rajasthan E-Archival Management System



A+



SSO Login



Rajasthan State Archives
Department

Directorate of Elementary
Education

Registration & Stamps
Department

Department of
Information & Public
Relations (DIPR)

Department of Law



WELCOME TO REAMS

ReAMS is a centralized repository where all State departments can upload, store and retrieve their digitized documents through the portal. State Government departments can catalog their collections/digitized documents or can add their already cataloged collections to the project database, enabling their collections to be

Sign-In with SSO Login (Enter User Id and Password)



Rajasthan Single Sign On v12.3

One Digital Identity for all Applications

English | हिन्दी

G2G APPS

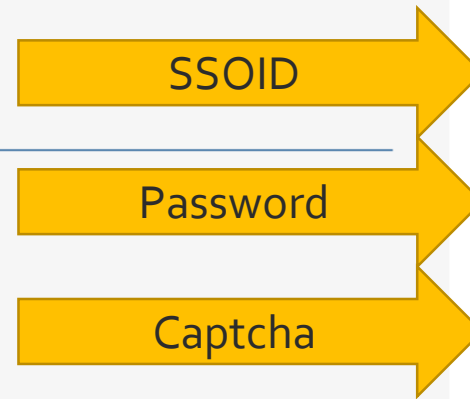
151

G2C/ G2B APPS

111

IDENTITIES

13434170



Login

Registration

reams.test

.....



Enter Captcha



Login

I Forgot my Digital Identity (SSOID). [Click Here](#)

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Please ensure that Mo



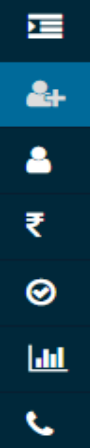
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227,655,439



Click on REAMS Application



Active Apps

Inactive Apps

Quick Search

SORT BY

SIMPLE VIEW

ATTENDANCE MIS	AUTH MIS	BANK CORRESPONDENCE	BSBY	CHMS	DCEAPP	DIGITAL PAYMENT	DMFT	DMIS	DMRD
E-LEARNING	E-LIBRARY	E-MITRA MIS	E-MITRA REPORTS	GCMS	GST RETURN FILING	LITES	MADARSA	MINES	MJSA RURAL
PANCHAYAT	POWER SCADA PORTAL	RAAS	RAJ BIOSCOPE	RAJ E-OFFICE	RAJ EPROC	RAJ E-SIGN	RAJ MASTERS	RAJ SAMPARK	RAJ SHARE
RAJ SILICOSIS	RAJAADHAAR	RAJCHAT	RAJDHARAA	RAJ-ERP	RAJMAIL	RAJSMS (OFFICIAL)	RAJVISTA	RAJVISTA (SDRI)	RCMS
REAMS	RPP	RTI	RTPS	SIMS AND INVENTORY MANAGEMENT SYSTEM	SCHOLARSHIP	SIPF	VOICE ENROLLMENT	WS & APS VMS	

HELPDESK

Document Upload

Upload Document : Level 1

Select Department Name

--Select All-- 

Select Sub Department Name

--Select-- 

Select Document Type

--Select All-- 

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Instruction for filling e-gazette template

GOVERNMENT OF RAJASTHAN
RAJASTHAN E-ARCHIVAL MANAGEMENT SYSTEM

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My Recent Activity Document Search File Upload My Dashboard

Document Upload

Select Department Name

OTHER DEPARTMENT

Upload

Instructions for filling e-gazette template


Instructions for filling the template-

1. The information shall be filled and uploaded in the e-gazette template only. The template is in MS word and shall be uploaded in MS word only.
2. The details can be filled in both Hindi and English Languages.
3. The page size is A4- 8.27" X 11.69".
4. The top margin is 0.9", bottom is 1", right margin is 0.9" and left margin is 1".
5. The font sizes are as-
 - a. English- 12, Times New Roman
 - b. Hindi- 11, Mangal
6. The spacing between the lines shall be 1.15.
7. No other template will be acceptable for uploading information.
8. No other document type like JPEG/XLSX/TIFF/RTF shall be acceptable in e-gazette for uploading.

[Click here download E-Gazette template](#)

Select Department

Document Upload

 E-Gazette instruction [E-Gazette template](#)

Select Department Name	Select Sub Department Name	Select Document Type
<input data-bbox="326 578 751 631" type="text" value="OTHER DEPARTMENT"/>	<input data-bbox="802 578 1243 631" type="text"/>	<input data-bbox="1304 578 1727 631" type="text" value="--Select All--"/>
<input data-bbox="2109 706 2229 768" type="button" value="Upload"/>		




Select sub department from the drop down

Document Upload


Select Department Name	Select Sub Department Name	Select Document Type
<input type="text" value="OTHER DEPARTMENT"/>	<input type="text" value="OTHER DEPARTMENT"/>	<input type="text"/>
<input type="button" value="Upload"/>		

Select Document type from the drop down after selection meta data will be populated. Click on upload button.

Document Upload

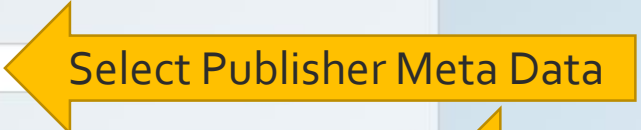
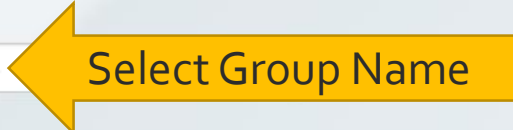
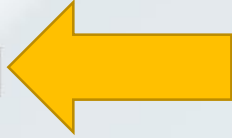
 [E-Gazette instruction](#) [E-Gazette template](#)

Select Department Name	Select Sub Department Name	Select Document Type
<input type="text" value="OTHER DEPARTMENT"/>	<input type="text" value="OTHER DEPARTMENT"/>	<input type="text" value="Statutory Notification /Order"/>

 [Add Meta-Data](#)


* Mandatory fields

Issued under*	<input type="text" value="--Select--"/>	Statutory Notification Number *	<input type="text"/>
Date of Issuing*	<input type="text"/>	Name of Act/Rules*	<input type="text"/>
Subject of Statutory Notification*	<input type="text"/>	Select File :	<input type="text"/> <input type="button" value="Browse"/>
		<small>(Max upload file size allowed is 20(MB).Allowed file type is doc/pdf only.)</small>	
Select Hindi File :	<input type="text"/> <input type="button" value="Browse"/>	<input checked="" type="checkbox"/> Allow Preview	
	<small>(Max upload file size allowed is 20(MB).Allowed file type is doc,pdf only.)</small>	<input checked="" type="checkbox"/> Allow Move	
		<input checked="" type="checkbox"/> Allow Download	
Select Group*	<input type="text" value="--Select--"/>	Select MetaDataType*	<input type="text" value="Ordinary"/>



Document uploaded.

Document Upload

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Document Uploaded Successfully

[View Document](#)






Approve Document

After Uploading document, Kindly login with Signing authority's login id.

Click On My Open Task



My Open Task

 Document Preview  Delete Review Document  View Main Document  Edit/Update Document Check Document Returned From P&S  Add P&S Meta Data

Show entries

Search:

Department	Sub-Department	DocType	DocumentName	Status	Level	Remarks	Reject Reason	Type	UpdatedOn	Action
OTHER DEPARTMENT	OTHER DEPARTMENT	Statutory Notification /Order	123_3.docx	Pending	Level 1	Pending at Level 1		Main Document	11-03-2019 2:19:21 PM	 



Click on review button

Showing 1 to 1 of 1 entries

Previous Next

Enter comments and click on save



My Open Task

Document Preview Delete Review Doc

Show 10 entries

Department	Sub-Department	Doc
OTHER DEPARTMENT	OTHER DEPARTMENT	Stat Notif /Order

Showing 1 to 1 of 1 entries

Reviewer Process

Approve/Review Revert

Comments:

Ok

Save



Returned From P&S Add P&S Meta Data

Search:

Type	UpdatedOn	Action
Main Document	11-03-2019 2:19:21 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>

Previous 1 Next

Signing authority will receive an OTP on mobile number that is linked with his Aadhar ID

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My Recent Activity Document Search File Upload My

Please Enter Valid OTP on your Registered Mobile Number

Enter OTP here

Click on save

My Open Task

Document Preview Delete Re

Show 10 entries






Department	Sub-Department	DocType	DocumentName	Status	Level	Remarks	Reject Reason	Type	UpdatedOn	Action
OTHER DEPARTMENT	OTHER DEPARTMENT	Statutory Notification /Order	123_3.docx	Pending	Level 1	Pending at Level 1		Main Document	11-03-2019 2:19:21 PM	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next










Converting Word Document to PDF.

My Open Task

 Document Preview |  Delete | Review Document |  View Main Document |  Edit/Update Document | Check Document Returned From P&S |  Add P&S Meta Data

Show entries

Search:

Department 	Sub-Department 	DocType 	DocumentName 	Status 	Level 	Remarks 	Reject Reason 	Type 	UpdatedOn 	Action 
OTHER DEPARTMENT	OTHER DEPARTMENT	Statutory Notification /Order	123_3.docx	Pending	Level 1	Pending at Level 1		Main Document	11-03-2019 2:19:21 PM	



Showing 1 to 1 of 1 entries

Previous Next

After approval, Printing and Stationary user will receive a notification and they will set received request in their predefined format.

And they will send that document to department approving authority.

Check document returned from Printing and stationary department.

My Open Task

Document Preview Delete Review Document View Main Document Edit/Update Document Check Document Returned From P&S Add P&S Meta Data

Show 10 entries

Search:

Department	Sub-Department	DocType	DocumentName	Status	Level	Remarks	Reject Reason	Type	UpdatedOn	Action
OTHER DEPARTMENT	OTHER DEPARTMENT	Statutory Notification /Order	123456789 (1).docx	Approved	Level 1	Approved at Level 1		Main Document	11-03-2019 2:43:03 PM	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

Compare both document. If document seems correct then click on save.

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RAJASTHAN E-ARCHIVAL MANAGEMENT SYSTEM

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My Recent Activity Document Search File Upload My Open Tasks

My Open Task

Document Preview Delete Review Document

Document Uploaded by department

Document came from Printing department

Reviewer Process

Uploaded by Department Uploaded by P&S

Approve/Review Revert

Comments:

Ok

Save

Department	Sub-Department	DocType	Type	UpdatedOn	Action
OTHER DEPARTMENT	OTHER DEPARTMENT	Statute Notification/Order	Main Document	11-03-2019 2:43:03 PM	✓

Showing 1 to 1 of 1 entries

Previous 1 Next

After receiving the updated documents by P&S user,
he will made final changes and publish requested document

Document Search


Click on Document search option -> select advanced search



Select Department Name

OTHER DEPARTMENT 

Select Sub Department Name

--Select-- 

Select Document Type

--Select All-- 

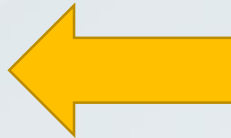
Search

Reset

Select sub department

Select Department Name	Select Sub Department Name	Select Document Type
<input type="text" value="OTHER DEPARTMENT"/>	<input type="text" value="OTHER DEPARTMENT"/>	<input type="text" value="All--"/>
		<input type="button" value="Search"/> <input type="button" value="Reset"/>

Select document type

Select Department Name	Select Sub Department Name	Select Document Type
<input type="text" value="OTHER DEPARTMENT"/>	<input type="text" value="OTHER DEPARTMENT"/>	<input type="text" value="Statutory Notification /Order"/> 
Issued under	<input type="text" value="--Select--"/>	Name of Act/Rules <input type="text"/>
Subject of Statutory Notification	<input type="text"/>	Statutory Notification Number <input type="text"/>
Date of Issuing	<input type="text"/>	
		<input type="button" value="Search"/> <input type="button" value="Reset"/>

Fill searching criteria(if any) and click on search

Select Department Name

OTHER DEPARTMENT

Select Sub Department Name

OTHER DEPARTMENT

Select Document Type

Statutory Notification /Order

Issued under

--Select--


Name of Act/Rules

Subject of Statutory
Notification

Statutory Notification
Number

Date of Issuing

Search

Date of Issuing	Issued under	Name of Act/Rules	Statutory Notification Number	Subject of Statutory Notification	Action
11-03-2019	Act	test	456	test	

10

Showing 1 of 1 Records

First Previous 1 Next Last

Click here to see document