

Template for contents of
STATE PORTAL of Rajasthan
under “ e-Forms, State Portal & SSDG Project”

1. List of Sectors of Rajasthan State

Sr. No.	Sector	Department
1	Agriculture and allied	Agriculture; Agriculture Marketing; Animal Husbandry; Dairy; Fisheries; Cooperatives
2	Education	Primary Education, Secondary Education; Literacy and Continuing Education; Higher Education, Sanskrit Education, Technical and Engineering Education
3	Finance	Finance; Treasury and Accounts; Commercial Taxes, Excise; Registration and Stamps; Small Savings; State Lotteries; State Insurance; Pensions and Pensioners Welfare; Local Fund Audit; Audit; Rajasthan Tax Board
4	General Administration	Personnel; Administrative Reforms and Coordination; Public Grievances Redressal; Printing & Stationery; General Administration Department (Sectt); Motor Garage; Estates; Civil Aviation
5	Health	Medical & Health, Family Welfare, Ayurveda; NRHM; Medical Education
6	Home Department	Home (Secretariat), Police, Home Guard and Civil Defence; Jail; Rajasthan State Investigation Bureau
7	Industries and allied	Industries, Rajasthan Foundation; Public Enterprises; Khadi and Gramodyog; Mines and Geology; Petroleum; Tourism, Art, Culture and Archaeology
8	Infrastructure	Transport; Public Works Department; Civil Aviation; Energy & Non Conventional Energy Source
9	Planning	Planning, Planning (Manpower); Economics and Statistics
10	Revenue	Board of Revenue, Colonisation; Settlement
11	Rural Development	Rural Development; Watershed Development and Soil Conservation; DPIP; Biofuel Authority; Panchayati Raj; IGPRS
12	Science & Technology	Science & Technology; Information Technology & Communication
13	Special Groups	Youth affairs & Sports; Women and Child Development; Language and Linguistic Minorities; Social Justice and Empowerment; Tribal Area Development; Labour; Factories and Boilers; Employment; Sainik Kalyan
14	Urban Development	Urban Development & Housing; LSG; RUIDP
15	Water	Water Resources, Indira Gandhi Canal Project, Public Health and Engineering, Ground Water, Command Area Development.
16	Miscellaneous	Election; State Election Commission
		Food and Civil Supplies
		Disaster Management & Relief
		Devasthan
		Law; Justice, Parliamentary Affairs; AG

2. District Profile

District profile will give brief information about Rajasthan districts in detail. District Profile home page will show the Map of State with images of each districts hyperlinked to individual district profile page. Each district profile page has the following sections with relevant image being placed in appropriate section.

S.No.	Details	Justification
1.	About District	This section contains the detailed introductory information about the district. Section will also include the map of district in detail with major and important cities listed / highlighted in it.
2.	History	It describes the historic importance of district, about its origin and other important aspects related about history of district.
3.	Geography & Demographic Information	It includes the brief information of geographic and demographic details about district
4.	Flora & Fauna	Describes the Flora and Fauna condition in the district, the relevant information from district prospects
5.	Tourism	Describes the major attractions points in the district from the tourism point of view, how to reach etc.
6.	Business Prospects	This section will include all the information from business and investment point of view describing the favorable & relevant information to the district
7.	Agriculture	This section includes all information about significance of agriculture and animal husbandry, ecological condition, crops cultivation, their productivity and capacities in selected district.
8.	Statistics information	This section includes brief information about the Geography, Population, Literacy, Town & Villages, Agriculture & Animal Husbandry, Industries, Energy, and Growth Rate about the district.
9.	Administrative setup	
a)	Organizational structure	This sub-section details down the complete organizational structure of district from Secretary/DM to lower reached level. Organogram will solve the purpose of this sub-section with picture display, name and position held in organogram. Any subsequent changes to organizational

		structure should be updated by CMS.
b)	Roles, Responsibilities & Activities	This sub-section displays roles and responsibilities assigned to the Administrative Setup.
c)	Agencies under administration	This section will display the list of departments and agencies being controlled by Administrative authorities. A flow map or a tree structure alike would be useful to depict the same.
d)	RTI - Rights To Information	This section lists the 'Rights To Information' (RTI) officers details and concerned departments.
e)	Who's Who	This section will displays 'Who is Who' of the Important functionaries of State for District Collector / District Magistrate, Tehsildar, Panchayat Samities & BDO's. On 'Who's Who' page following four sections will be displayed in text/Image to select from.
i.	District Magistrate	This sub section lists who is who for DM, ADM, SDM with their tenure and related post displayed with their contact details (Official / Residential / Fax numbers, email id, if any)
ii.	Tehsildar	This sub section lists who is who for Tehsildar with their tenure, related post, area of work displayed with their contact details (Official / Residential / Fax numbers, email id, if any)
iii.	Panchayat Samitis	This sub section lists who is who for Panchayat Samitis with their tenure and related post, area of work displayed with their contact details (Official / Residential / Fax numbers, email id, if any)
iv.	BDO (Block Development Officer)	This sub section lists who is who for BDO with their related post, area of work displayed with their contact details (Official / Residential / Fax numbers, email id, if any)
10.	Apex Educational Bodies & Premier Institutions	This section displays the list of Apex Educational bodies and Premier Institutions being recognized for their State of Art facilities.
11.	Programs	This section displays the Programs implemented or being implemented at district. The lists of running programs are listed out with highlighting the recently launched programs.
12.	Schemes & Government	This section displays the Schemes and government/State

	initiatives	Initiatives implemented by district for the betterment of district/State.
13.	Health & Sanitation	This section displays the family & community health and sanitation efforts made at district level to promote health structure of citizens.
14.	Transportation	This section detail out the mode of transportation available for the common man and efforts being made for its betterment.
15.	News	This section displays the news, latest events specific for district importance is listed here.
16.	District Website	External website link to the respective district is provided for more detailed information to district.

3. Schemes

This section provides description about all kind of Schemes which shall be available to citizen provided by the State. This section is reachable directly from 'Home Page', 'Services' section & 'Application Form' Section. By default 'Scheme Information' page will open up with Search section above the 'Scheme Information' section. Left menu panel is provided for 'Scheme Information' and 'Scheme Search' links.

Four more additional links are provided with Schemes sorted for 'Category Wise', 'Beneficiary Wise', 'Type of Benefit' & 'Department Wise'. This link would be in collapsible form, on select of these link

would expand the exhaustive list.

Parameters for Category Wise are as below

1. General
2. SC
3. ST
4. OBC
5. Others

Parameters for 'Beneficiary Wise' are as below

1. All
2. Individual
3. Family
4. Senior Citizen
5. Handicapped
6. Women
7. Girls
8. Farmers
9. Student
10. Children
11. Community
12. NGO's (Non-Government Organisations)
13. BPL (Below Poverty Line) Families
14. Persons with disabilities
15. Self-Employment
16. Enterprises

Parameters for 'Type of Benefit' are as below

1. Subsidy
2. Training
3. Home Loan
4. Scholarship
5. Material Benefits
6. Farmer Loan
7. Livestock Insurance
8. Others

Scheme Information

Schemes Information page displays the 'Scheme Search' section above the 'Scheme Information' section. This section shall be in collapsible form, selecting the Scheme Search link will display entire search section.

Scheme Information section is available, sorted by 'Scheme Date' / 'New Schemes' along with Pagination facility with following fields

S.No.	Fields	Description
1.	Scheme Name	Scheme Name is mentioned, in short
2.	Scheme details	Brief background objectives etc.

3.	Beneficiaries	Who are the beneficiaries of the Scheme
4.	Benefits	Benefits in brief
5.	Scheme Period	Period for which scheme is valid
6.	Sponsored By	The sponsor name is listed here, either the State, Department, District or the Agencies

Scheme Details Page

Scheme Details page displays the complete detailed information about scheme. This page is reachable by selecting the scheme from 'Scheme Information' or 'Scheme Search Section'.

Selecting the link will lead to Scheme details with following information

S.No	Field Name	Description
1.	Concerned State	Rajasthan to be filled here.
2.A.	Scheme Name (Title)	Describes Complete name of scheme, no abbreviations used
2.B.	Scheme Type	State Plan/CSCs/EAP/externally aided
3.	Ministry / Department	Associated ministry / Department
4.	Description	brief description of scheme is listed
5.	Beneficiaries	Effected group of Beneficiaries details is described here.
6.	Eligibility criteria	Eligibility criteria to avail the scheme, age group criteria, family status criteria and other criteria to be mentioned for availing the schemes
7.	Benefits	Details of benefits
8.	How to avail	The procedure to avail the facility of scheme is detailed here
9.	Valid from	Date Range to be provided with the Scheme Introduction and Scheme End date, if any <ul style="list-style-type: none"> • Introduced On (Scheme Introductory Date is listed here) • Valid Up to (Scheme end date, if any)
10.	Sponsored by	Name of sponsor is detailed out, either the State, National or shared
11.	Funding Pattern	Details of percentage of funding by the Promoter / Agency / Organization / Department and its distribution of funds and disbursement are listed here
12.	Status/Progress	Present status of scheme, physical and financial achievements, awards, budget etc.

13.	Form Download	Scheme related document link, reference URL, etc
14.	Documents & Scheme URLs	Provide links to all documents related to scheme and home page of scheme, if any
15.	Keywords (to facilitate search) (255 chars)*	<p>While entering the keywords, the following points need to be ensured:</p> <ol style="list-style-type: none"> 1. Important words appearing in the title of the content must be included as keywords. 2. Keywords must comprise the name of the State, Department, sector etc. 3. The beneficiaries (e.g. women, youth, child etc.) have to be included as keywords. 4. There has to be a minimum of 5 keywords and are to be separated by a comma. 5. Care should be taken to ensure that there are no spelling errors while entering the keywords.

Scheme Search options

Scheme Search Section lists the complete search options available for the schemes. Search Criteria's are used by either of the search combination / as an OR operator, e.g. In case of no criteria defined will list out all the Schemes of the State. In case of any criteria's defined or mentioned then the search is driven by that parameter. Input Value provided in Free text search should match to any parameter available in the Scheme Details. E.g. Input value provided does not match in the Scheme name but matches value in Scheme details, Beneficiary type, it should return that Scheme Name.

Search criteria for Scheme would be as follows

S.No.	Fields	Description
1.	District Selection	Refinement to district level by listing out the available districts
2.	Departmental / Sector Search	Either of search is available for selection
3.	Title search for Program / Scheme	Free Text Search or the Keyword search
4.	Beneficiary	<p>Selection of Beneficiaries are available listed down below</p> <ul style="list-style-type: none"> a) All b) Individual c) Family d) Community e) Women f) Student g) Children a. General b. SC c. ST d. OBC h) Others
5.	Benefits Type	Selection of 'Type of Benefits' are available listed down below
		<ul style="list-style-type: none"> a) Subsidy

		<p>b) Training c) Loan d) Scholarship e) Material benefits f) Others</p>
6.	Sponsored by	<p>Selection of 'Sponsored by' are available as listed down below</p> <p>a. All b. Central Level c. State Level d. Shared e. Others</p>
7.	Keyword	Free text search

4. Services

This section shows information about all kind of Services accessible through the State Portal. The Services page shows two sections of 'Service Information' & 'Services Search Page'. Left Panel shows three links 'Services Information', 'Services Search' and 'By Department'. 'Services Search' link is further expanded to 'Category Wise' G2G - Government to Government, G2B - Government to Business, G2C - Government to Citizen and G2E - Government to Employee. The 'By Department' Link is expanded to the Department wise list of services.

Services Information

Services Section shows the available list of services along with Pagination facility with following fields (With Search option on top of list of Services).

Services Information page displays the 'Services Search' above the 'Services Information' section. This section shall be in collapsible form, selecting the 'Services Search' link will display entire search section.

S.No.	Fields	Description
1.	Service Name	Name of Service is displayed
2.	State, District / National/Regional	Type of service is listed out, either it is National Service, State Service or the District Service)
3.	Category	Category of Service is displayed - G2G, G2B, G2C, G2E, Others
4.	Department	The affiliated department name is listed
5.	Type of Beneficiary	<ul style="list-style-type: none">1. General2. SC3. ST4. OBC5. Others6. All7. Individual8. Family9. Senior Citizen10. Handicapped11. Women12. Girls13. Farmers14. Student15. Children16. Community17. NGO's (Non-Government Organisations)18. BPL (Below Poverty Line) Families19. Persons with disabilities20. Self-Employment21. Enterprises

Service Search options

Service Search Section lists the complete search options available for the services. Search Criteria's can be used by either of the search combination / as an OR operator, e.g. In case of no criteria defined will list out all the Services of the State. In case of any criteria's defined or mentioned then the search is driven by that parameter. Input Value provided in Free text search should match to any parameter available in the Service Details. E.g. Input value provided does not match in the Service name and then matched value in Service details should return that Service Name.

Search criteria for search for Services would be as follows

S.No.	Fields	Description
1.	By Department / Sector	Any selection for search would be available
2.	Category	Either of the criteria selection is available for search <ul style="list-style-type: none">• All• G2G (Government to Government)• G2B (Government to Business)• G2C (Government to Citizen)• G2E (Government to Employee)• Others
3.	Title, Description, Keyword Search	Free Text Search
4.	Type of Beneficiary	Selection for search would be available

Search results will show the Services list as it displays in Services Information page with Pagination facility, select of the Service will lead to Service Details Page.

Service Details Page

Service Details Page will show the complete details of the selected service. Selecting on link will lead to page with details of services with following heads.

S.No.	Fields	Description
1.	Concerned State	Rajasthan to be filled here.
2.	Service Title	Complete Service name is detailed out. No abbreviation.
3.	Information on service	Shows the brief description of the Service
4.	Category	Category of Services are described as G2G, G2B, G2C, G2E, Others
5.	Sponsored by	Service Sponsor Name is listed here
6.	Funding	What is the fund pattern from Government to user is described here, who is the funding department, authority, etc. If shared, then how is the fund being allocated and by which authority

7.	Concerned District	If the service is effecting any particular district or region or zone, then those districts are listed here
8.	Concerned Department	The related or concern department name is listed here
9.	Service Language	The language of the service is listed here
10.	Concerned Authority/Dept	The concerned authority in the State / District or City is listed here
11.	Category of beneficiary & Eligibility criteria	Who will be eligible to avail this service, the eligible group of persons, group, community, category, any specific income group are described here. The complete details of eligibility criteria are listed
12.	Description	Complete details of the service including the features and benefits are described here
13.	Benefits Type	What type of benefits are available while availing this service like subsidy, training, loan, material benefits, others are listed here
14.	Procedure / How to avail	Complete process to avail the service
14.a.	Fees	Application fee procedure, if any is described with payment mode, to whom payment should be made
14.b.	Necessary Document / Papers	Required documents, certificates, forms to be presented for availing this service
14.c.	Renewal process	any renewal process, If any are listed here
15.	Validity	Validity period of service is mentioned with introduced date of Service and Valid Upto date, If Valid Upto date is already expired then extension period need to be mentioned if Service is still active, else Service need to be moved to Archives - Services section
16.	Form download (if any) / Online application (if applicable)/ Link	Service related forms either downloadable, or in form of links need to be provided, In case of online availing the service, the link or button is provided to avail the service, directing to service availability page, where user can apply for service
17.	Reference URL	URL link need to be provided for the reference to service, if any
18.	Keywords (to facilitate search) (255 chars)*	<p>While entering the keywords, the following points need to be ensured:</p> <ol style="list-style-type: none"> 1. Important words appearing in the title of the content must be included as keywords. 2. Keywords must comprise the name of the State, Department, sector etc.

		<ol style="list-style-type: none"> 3. The beneficiaries (e.g. women, youth, child etc.) have to be included as keywords. 4. There has to be a minimum of 5 keywords and are to be separated by a comma. 5. Care should be taken to ensure that there are no spelling errors while entering the keywords.
19.	Type of Beneficiary	<ol style="list-style-type: none"> 1. General 2. SC 3. ST 4. OBC 5. Others 6. All 7. Individual 8. Family 9. Senior Citizen 10. Handicapped 11. Women 12. Girls 13. Farmers 14. Student 15. Children 16. Community 17. NGO's (Non-Government Organisations) 18. BPL (Below Poverty Line) Families 19. Persons with disabilities 20. Self-Employment 21. Enterprises

5. Acts

This section provides information about Acts applicable to State. The Acts page shows the two sections of 'Acts Information' & 'Acts Search Page'. Left Panel shows three links 'Acts Information', 'Acts Search' and 'By Department'. Additional link for 'Rules' is provided to link with Acts.

Act Information

Acts Section displays following fields (column wise) with information about the acts published within State. Acts Information page displays the 'Acts Search' above the 'Acts Information' section. This section shall be in collapsible form, selecting the 'Acts Search' link will display entire search section with available criteria only.

S.No.	Fields	Description
1.	Department / Sector	Relevant Sector or Department name is displayed here
2.	Short Title of Act	Short title is used for describing the Act title, only the short name of Act is listed, if no short name exist then complete Act name is displayed
3.	Act Number / Year	Act number and Year of Act enforced
4.	Commencement Date	Commencement or Enactment Date is displayed here

5.	Amendments	Display in row - not in column. All amendments of Acts are displayed row wise, if any <ul style="list-style-type: none"> • Date (Date of amendment of Act) • Number (Amendment number of act is displayed) • Related document (Document / Link) (Related document or reference URL or page to Amendment of Act is displayed on selecting it)
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Act Search Criteria

Acts Search Section lists the complete search options available for the Acts. Search Criteria's can be used by either of the search combination / as an OR operator, e.g. In case of no criteria defined will list out all the Acts of the State. In case of any criteria's defined or mentioned then the search is driven by that parameter. Input Value provided in Free text search should match to any parameter available in the Acts Details. E.g. Input value provided does not match in the Acts name and then matched value in Act details should return that Act Name. Search criteria for Acts would be as follows

S.No.	Fields	Description
1.	Departmental / Sector Search	Refinement to Sector or departmental level filter is available either Sector or any particular department
2.	Keyword	Free Text Search – Keyword search feature <ul style="list-style-type: none"> • Short Act Title (Text search to Act and within the contents of acts is possible) • Act Year (Range of Years can be input for the Enactment Year search) • Act objective (Keyword search is facilitated with purpose of act in Act Objective, this field should map with tag associated with Act)
3.	Date range/Year	Date Range is also another parameter for search criteria, to search within the dates
4.	Present Status	Valid or repealed

Act Details page

'Act Details' page shows the complete details of selected Act. Left Panel shows link with linkage to related acts, 'Related Acts' link is provided with associated Acts, this section will show short act title of acts of selected act sector. Selecting the link of Act will lead to Act Details page displaying following fields about Acts

S.No.	Fields	Description
1.	Concerned State	Rajasthan to be filled here.
2.	Complete Title of Act	Complete name of Acts should be displayed, using no abbreviation for declaring the Acts
3.	Department / Sector	Act associated with Department or Sector is displayed
4.	Act Number / Year	Act number and Year of Act enforced
5.	Short Title	No abbreviation used for describing the Act title, only the short name/title of Act is shown, if no short name exist then complete

		Act name is displayed
6.	Commencement Date	Commencement or Enactment Date is displayed here
7.	Extent of Act	Short description including scope of Act is defined
8.	Amendment	All associated amendments of Acts are displayed row wise, if any
9.	Corrigendum	Any associated changes in Acts as a Corrigendum are listed, if any
10.	Availability of act	Downloadable or Online-available Mode of availability of Act is declared whether it is available Online with link to URL, or available as an Offline document as PDF or Word format
11.	Downloadable Format	Act availability in form of PDF or Word format is provided with link to Act document
12.	Present Status	Whether valid or repealed
13.	Valid Upto	Period of validity is listed here
14.	Language	Mention the languages of the act

6. Rules

Description on the section with information about Rules. Rules are associated with Acts, Rules are shown in Two sections of 'Rules Information' & 'Rules Search Page'. Left Panel shows three links 'Rules Information', 'Rules Search' and 'By Department'. In addition to above three links with linkage to 'Rules', 'Related Acts' link is also provided with associated Acts to Rules, this section will show short act title of related sector.

Rules Information Page

Rules Section displays following fields (column wise) with information about the Rules published within State. Rules Information page displays the 'Rules Search' above the 'Rules Information' section. This section shall be in collapsible form, selecting the 'Rules Search' link will display entire search section with available criteria only.

S.No.	Fields	Description
1.	Department / Sector	Relevant Sector or Department name is displayed here
2.	Short Title	Short title is used for describing the Rule title, only the short name of Rules is listed, if no short name exist then complete Rule name is displayed
3.	Act Number / Year	Rule number and Year of Rule enforced
4.	Enactment Date	Date from which this rule is being enacted
5.	Relation with Act	Associated / affiliated Act with number, Title and year is

		displayed
6.	Commencement Date	Beginning date of Rule is displayed here
7.	Amendments	Display in row - not in column. All amendments of Rules are displayed row wise, if any <ul style="list-style-type: none"> • Date (Date of Rule amendment) • Number (Amendment number of Rule is displayed)

Rules Search Criteria

Rules Search Section lists the complete search options available for the Rules. Search Criteria's can be used by either of the search combination / as an OR operator, e.g. In case of no criteria defined will list out all the Rules of the State. In case of any criteria's defined or mentioned then the search is driven by that parameter. Input Value provided in Free text search should match to any parameter available in the Rule Details. E.g. Input value provided does not match in the Rule name and then matched value in Rule details should return that Rule Name. Search criteria for Rules would be as follows

S.No.	Fields	Description
1.	Departmental / Sector Search	Refinement to Sector or departmental level filter is available either Sector or any particular department
2.	Search Category	Free Text Search – Keyword search feature
a.	Short Rule Title	Text search to Rule and within the contents of Rules is possible
b.	Rule Year	Range of Years can be input for this search
3.	Date range / Year	Date Range is also another parameter for search criteria, to search within the dates for Rules
4.	Present Status	Valid or repealed
5.	Keyword search	Free text search here

Rules search results will display like the 'Rules Information' Page with Link to 'Rule Details' page with Pagination facility.

Rule Details Page

'Rule Details' page shows the complete details of selected Rule. Left Panel shows link with linkage to related Rules, 'Related Rules' link is provided with associated Rules, this section will show Short Rule Title of rules of selected Act or Sector. Selecting the link of Rule will lead to Rule Details page displaying following fields about Rules.

S.No.	Fields	Description
1.	Concerned State	Rajasthan to be filled here.
2.	Complete Title of Rule	Complete name of Rules should be displayed, using no abbreviation for declaring the Rules
3.	Departmental / Sector	Rule associated with Department or Sector is displayed

4.	Rule Number & Year	Rule number and Year of Rule enforced
5.	Short Title	No abbreviation used for describing the Rule title, only the short name/title of Rule is listed, if no short name exist then complete Rule name is displayed
6.	Corresponding Act Number & Year	Corresponding / Affiliated Act with Act number, Title and Act Year is displayed
7.	Extent of Act	Scope of act is defined here.
8.	Commencement Date	Displays the actual beginning date of Rules
9.	Short Description	This section shows the details of Rules
10.	Availability of Rules	Mode of availability of Act is declared whether it is available Online with link to URL, or available as an Offline document as PDF or Word format
11.	Downloadable Format	Availability in form of PDF or Word format is provided with link to Rules document
12.	Present Status	In force or annulled
13.	Valid Upto	Validity period to be defined here
14.	Keywords (to facilitate search) (255 chars)*	<p>While entering the keywords, the following points need to be ensured:</p> <ol style="list-style-type: none"> 6. Important words appearing in the title of the content must be included as keywords. 7. Keywords must comprise the name of the State, Department, sector etc. 8. The beneficiaries (e.g. women, youth, child etc.) have to be included as keywords. 9. There has to be a minimum of 5 keywords and are to be separated by a comma. 10. Care should be taken to ensure that there are no spelling errors while entering the keywords.

7. Application Forms

This section provides information about Application Forms applicable to State. The Application Forms page shows the Two sections of 'Application Forms Information' & 'Application Forms Search Page'. Left Panel shows three links 'Application Form Information', 'Application Form Search' and 'By Department'. Additional link for 'Documents' section is provided. Description on Application Forms section shows information about all kind of Application Forms will be available issued in interest for citizen by State.

Application Form Information

'Application Forms' Information section displays information about 'Application Form' published within State. 'Application Forms' Information page displays the 'Application Form Search' above the 'Application Forms' section. This section shall be in collapsible form, selecting the 'Application Forms

'Search' link will display entire search section with available criteria only. 'Application Forms' Section displays available list of Application Forms available along with Pagination facility with following fields

S.No.	Field Name
1.	Form Number (Application Form Number is shown here)
2.	Document / Form Name & Title (Application Form Name and tile of form is listed here)
3.	Application Form Language (Language of the document is listed, whether it's in English / Hindi)
4.	Category (Document Category is defined at G2C, G2E, G2G, G2B, others level)
5.	Associated Service (Affiliated service name is listed here with reference of document)
6.	Ownership (Stake owner of document is listed here, either its National level document, State Level, any particular District or any Department level) <ul style="list-style-type: none"> • National level. • State / District level • Department

Application Form Search Criteria

Application Forms Search Section lists the complete search options available for the Forms. Search Criteria's can be used by either of the search combination / as an OR operator, e.g. In case of no criteria defined will list out all the Application Forms of the State. In case of any criteria's defined or mentioned then the search is driven by that parameter. Input Value provided in Free text search should match to any parameter available in the Application Forms Details. E.g. Input value provided does not match in the Application Form name and then matched value in Application Form details should return that Application Form Name. Search criteria for Application forms would be as follows

S.No.	Field Name
1.	Document / Form Level (Level of Application Form is defined here, document is applicable for National, State / District Level or Departmental level) <ul style="list-style-type: none"> • National level • State / District Level • Department Level
2.	Form Name
3.	Category (G2C, G2E, G2G, G2B)
4.	Keyword search (Free Text Search – Keyword search)

Application Forms Details Page

Search results show the Application Form Name with Link to form (whether it is available Offline or Online) along with Pagination facility with below details.

S.No.	Fields	Description
1.	Concerned State	Rajasthan to be filled here
2.	Departmental / Sector	Either of search is available for selection
3.	Form Number	Complete application form number is listed
4.	Title	Name of the Form to be entered here
5.	Category	What type of service the Application Form is delivering – G2C, G2E, G2G, G2B, others
6.	Type of Form	Type of Application Form is classified here
7.	Associated Service	Affiliated service associated with Application Form is described here
8.	Associated Guidelines	Guidelines associated with Application Form is described here
9.	Document / Form Language	Application Form language is mentioned
10.	Format Type	Downloadable or Online
11.	Ownership	Application Form ownership is listed, either it is <ul style="list-style-type: none">• National level• State / District level• Department
12.	Keywords (to facilitate search) (255 chars)*	While entering the keywords, the following points need to be ensured: <ol style="list-style-type: none">1. Important words appearing in the title of the content must be included as keywords.2. Keywords must comprise the name of the State, Department, sector etc.3. The beneficiaries (e.g. women, youth, child etc.) have to be included as keywords.4. There has to be a minimum of 5 keywords and are to be separated by a comma.5. Care should be taken to ensure that there are no spelling errors while entering the keywords.
13.	Valid Upto	Validity period to be defined here

8. Documents

This section provides information about Document applicable to State. The Document page shows

the Two sections of 'Document Information' & 'Document Search Page'. Left Panel shows three links 'Document Information', 'Document Search' and 'By Department'. Additional link for 'Application Forms' section is provided. Description on Document section shows information about all kind of Document will be available issued in interest for citizen by State.

Document Information

'Document' Information section displays information about 'Documents' available within State. 'Document' Information page displays the 'Document Search' above the 'Document' section. This section shall be in collapsible form, selecting the 'Document Search' link will display entire search section with available criteria only. 'Document' Section displays available list of Document available along with Pagination facility with following fields.

Document Search Criteria

Document Search Section lists the complete search options available for the Documents. Search Criteria's can be used by either of the search combination / as an OR operator, e.g. In case of no criteria defined will list out all the Documents of the State. In case of any criteria's defined or mentioned then the search is driven by that parameter. Input Value provided in Free text search should match to any parameter available in the Document Details. E.g. Input value provided does not match in the Document name and then matched value in Document details section should return that Document Name. Search criteria of Documents will be by following criteria.

S.No.	Field Name
1.	Department / Sector Wise (Sorting by Department wise and Sector wise is available, either of two)
2.	Category wise (Category wise classification of Documents by following parameters) a. Annual Reports b. Budget c. Census d. Circulars/Office Order e. Gazette Notifications f. Guidelines g. Plan Documents h. Policy i. Reports/ Surveys j. Statistical Reports k. Others
3.	Keyword search (Free Text Search- Keyword search)

4.	<p>Availability (Document availability option is listed)</p> <ul style="list-style-type: none"> • All • Online • Downloadable
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Search results will show the report /document with Link to report or document with Pagination facility.

Documents Details Page

Document Details page shall describe in detail the complete information and parameters of Document. Additional link to Application Forms and Related Documents are listed of related sector, service or documents.

S.No.	Field Name	Description
1.	Concerned State	Rajasthan to be filled here
2.	Department / Sector	Department or Sector of which the document is related
3.	Category	Type of Category of Document
4.	Title	Complete Title of Document
5.	Language	Document Language is mentioned
6.	Type	Downloadable or Online-Available
7.	Valid upto	Validity of document is mentioned, if any

