Request Logger User Manual

- 1. Login your SSO ID
- 2. After Login SSO ID, Click on Jan Aadhaar app

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जन-आधार	*	ाजकाज जिन्ह्यान्त्र e-File & Dak		STATE PISUBANCE &	राजीकाज हि ा है HRMS	्राजकाज सः क्रि 13-32 बाब 1968 सिल्ल			RajMail	ņ
JAN AACHAAR	RAJ SAMPARK	RAJKAJEFLE/DAK	CLEAR RECENT APPS	OTHER ACTIVE APPS	RAJKAJ HRMS	RAJKAJ IPR	IFM5-3.0	IFMS	RAJMAR	RIGHT TO INFORMA

3. In Jan Aadhaar App Click on Request Logger



4. After click on request logger following screen will be open. To register grievance, click on request logger option.



5. Fill the Following grievance details and click on Submit button.

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Number*			tmail ID			Allachment	Upined Only pdf File (* Han Sam 1 Mk)		
Description 1									

6. After register grievance a request number generated.

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7. After register grievance click on Request Resolution



- 6 All Book e : SUNITAMEENA2.DOIT Logged in Time: Jul 18, 2024 3:04:27 PM Go Back Back to SSO Logou Request Resolution From date 01-Jun-2024 To date 18-Jul-2024 Status ding (Self) ~ Request ID show 10 v entries Search: JanAadhaar/Enroll \$ Id/Aadhaar CREATED DATE Requ. st No Statu Descript DISTRICT NAME EN Cate Pending At जन आधार में JAN202400033375 18-Jul-18-Jul-2024 02:54 PM Pending PROGRAMMER - , -2024-07-18 14:55:05.0 Jhalawar for 2024 14:55 आधार ई testinggg केवाईसी JAN202400033365 जन आधार 18-Jul-18-Jul-2024 2024-07-18 Pending PROGRAMMER -Bundi for संग्रोधन/ अद्यतन 2024 14:14 02:10 PM testing 14:14:52.0 Showing 1 to 6 of 6 entries Previous 1 Next
- 8. Select Pending(Self) and click on your registered grievance.

9. After click on grievance request number, request resolution form will be open. In this select request status, provide the solution and disposed it. If you are forward to next level, it will be forward to next higher level.

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10. In request status all grievance can be viewed.

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11. In request Logger report section you can view reports.

