PERMISSION FOR PUBLIC EVENTS/ PROCESSIONS/ SHOWS/ RALLY

Application for Permission for Public Events/ Processions/ Shows/ Rally

1. APPLICANT sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

2. After successful sign-in (login), APPLICANT clicks on "HOME DEPT. SERVICES" app under G2C section as shown in figure below.

3. APPLICANT is presented with the following interface i.e., APPLICANT DASHBOARD where all the applications submitted by him/ her would be listed along with their present status.

4. APPLICANT clicks on "SERVICES" on the left side on the menu-bar and then selects the appropriate service for which application is to be submitted by him/ her as shown in figure below. For this user manual, APPLICANT will select "PERMISSION FOR PUBLIC EVENTS..." as shown in figure below.

5. APPLICANT is presented with a self-explanatory and user-friendly APPLICATION FORM as shown in the figure below wherein all the mandatory input fields are marked with *.

प्रस्तावित सार्वजनिक कार्यक्रम/ शोभायात्रा/ प्रदर्शन के सम्बन्ध में आयोजक द्वारा आज्ञा प्राप्त करने हेतु प्रार्थना-पत्र

☰ Menu
🏁 Dashboard
👤 Services

मकान संख्या/ गली/ इलाका *

पिन कोड *

☑ स्थायी पता वर्तमान पता के समान है ?

⊟ अन्य आयोजकों का विवरण

क्रमांक	आयोजक का नाम	पिता/ माता का नाम	मोबाइल नंबर	ई-मेल
1.				
2.				
3.				
4.				

⊟ प्रस्तावित आयोजन का विवरण

आयोजन का नाम *

आयोजन का प्रकार *
--चयन करें-- ▾

HOME DEPARTMENT
Government of Rajasthan

A- A A+ 🔆 ✳ 🕐 ASHISH PAN... ▾

☰ Menu
🏁 Dashboard
👤 Services

प्रांरभ होने की दिनांक व समय * 📅

समाप्त होने की दिनांक व समय * 📅

सम्मिलित होने वाले व्यक्तियों की संख्या *

स्वयं सेवकों/ कार्यकर्ताओं की संख्या *

विशिष्ट/ अति विशिष्ट व्यक्तियों की संख्या *

विशिष्ट/ अति विशिष्ट व्यक्तियों का नाम व पद
Max. 1000 Character

राज्य *
RAJASTHAN ▾

जिला *
--Select-- ▾

आयोजन का क्षेत्र *
🔘 शहरी ⚪ ग्रामीण

तहसील *
--Select-- ▾

नगर *
--Select-- ▾

वार्ड
--Select-- ▾

गुजरने वाले मार्ग का विवरण *

Max. 1000 Character

क्या परम्परागत मार्ग में इस वर्ष कोई बदलाव है? *
⚪ हाँ ⚪ नहीं

6. After filling all the mandatory inputs, uploading the required supporting documents (attachments) as shown in figure above/ below, APPLICANT clicks the "SAVE" button to submit the application.

7. APPLICANT is re-directed to AADHAAR VERIFICATION window as shown in figure below wherein Applicant clicks on the first checkbox to give his/ her consent and then clicks on the "SEND OTP" button as shown in figure below.

8. APPLICANT enters the OTP received on his/ her mobile registered with AADHAAR and then clicks on the "VERIFY OTP" button as shown in figure below.

9. After successful AADHAAR VERIFICATION, application is submitted to respective authority (ADM for Urban Area and SDM for Rural Area) and a confirmation message is presented to the APPLICANT as shown in figure below. SMS/ Email confirmation with unique ApplicationID is also sent to the applicant. Application Status is updated as "PENDING WITH ADM/ SDM".
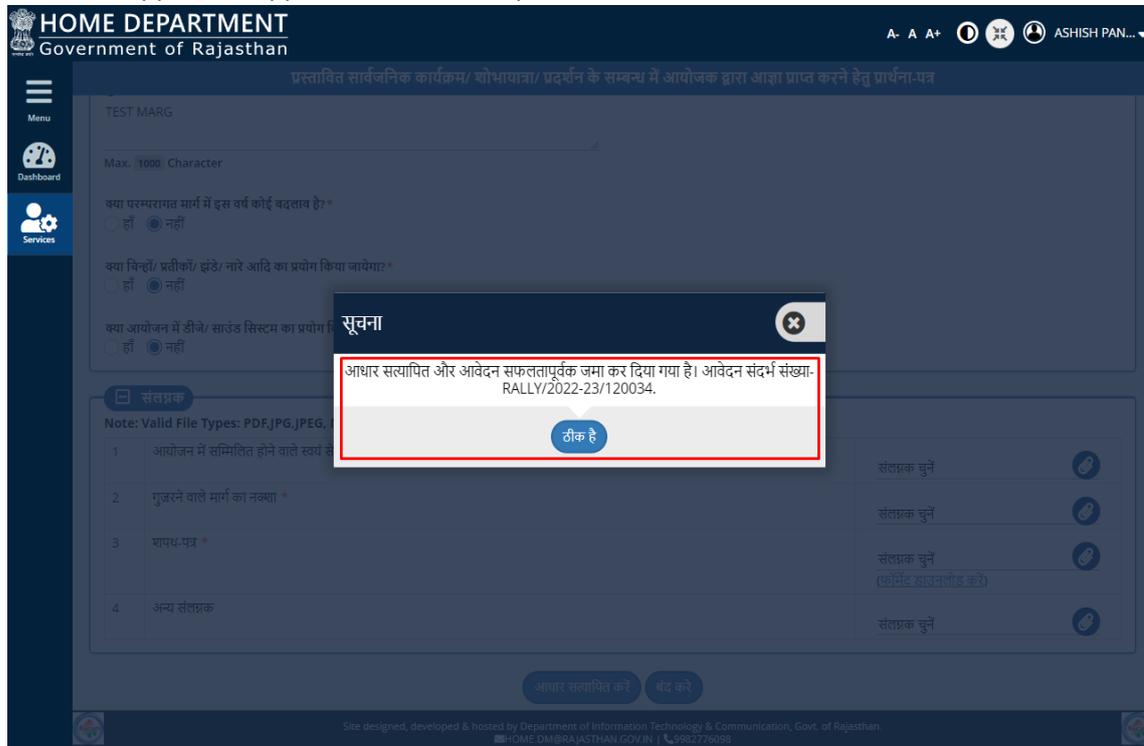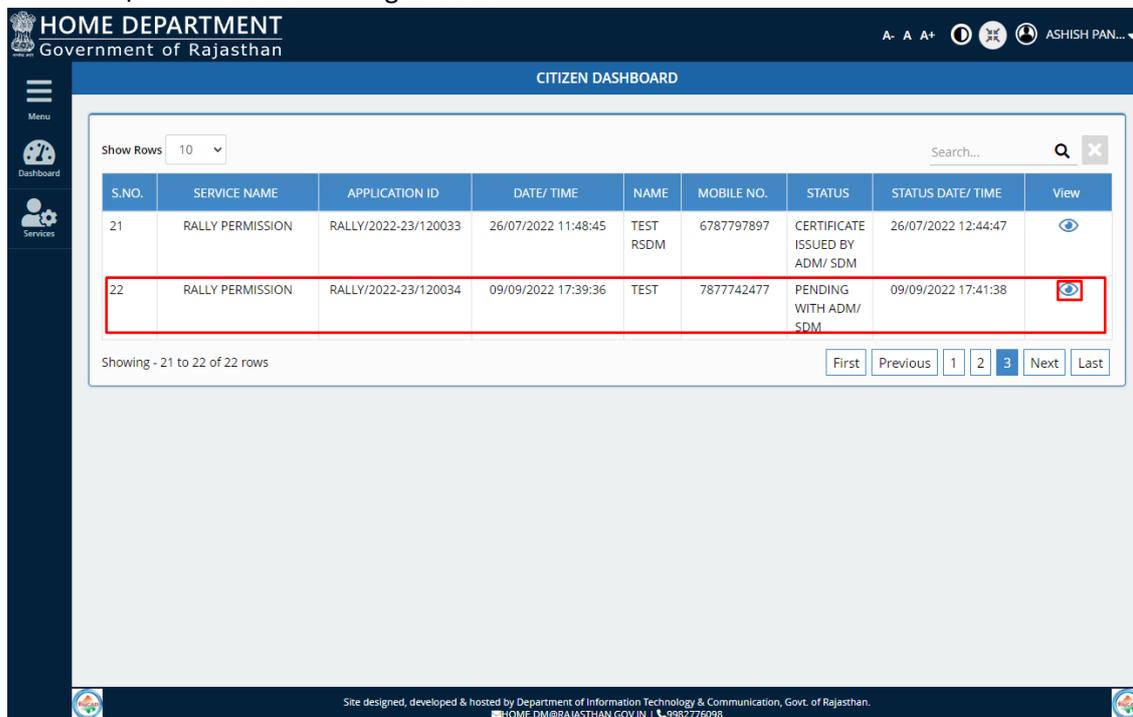

10. System redirects the APPLICANT back to "CITIZEN DASHBOARD" wherein he/ she can now see the brief summary of the application submitted by him/ her along with its current status as "PENDING WITH ADM/ SDM" as shown in figure below.
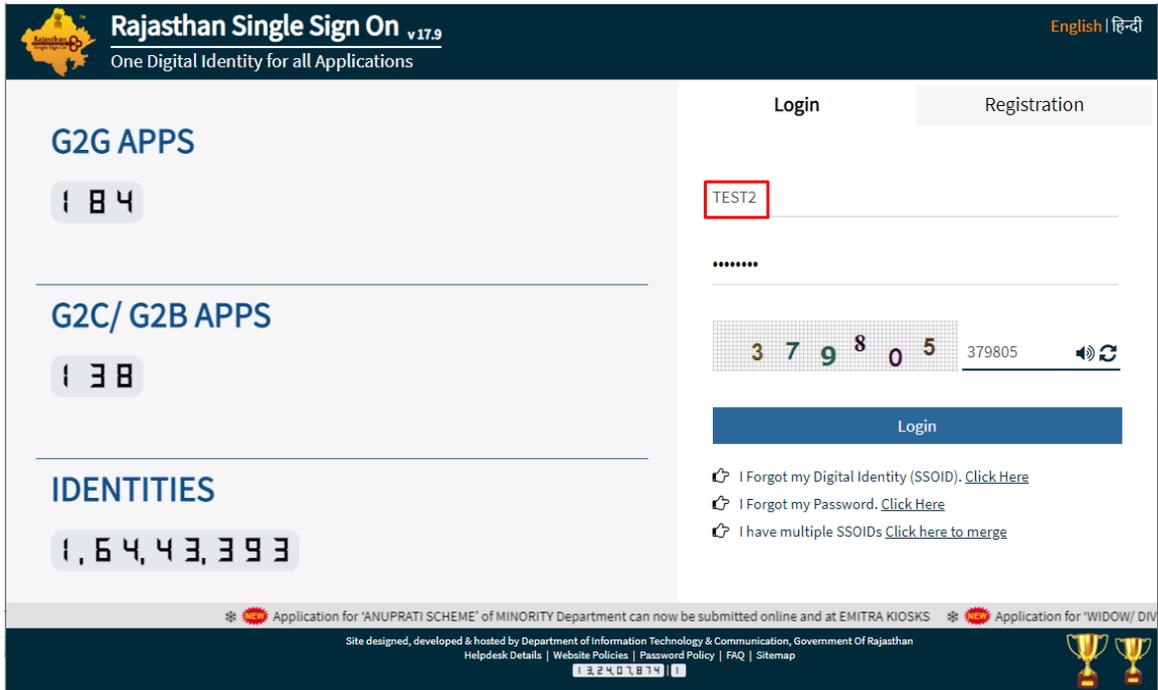

Note: - *Applicant can click on the VIEW button (eye symbol on the right side) to see the application. The system also notifies the applicant in real-time using SMS and EMAIL about every action performed by any government officer on his/ her application.*
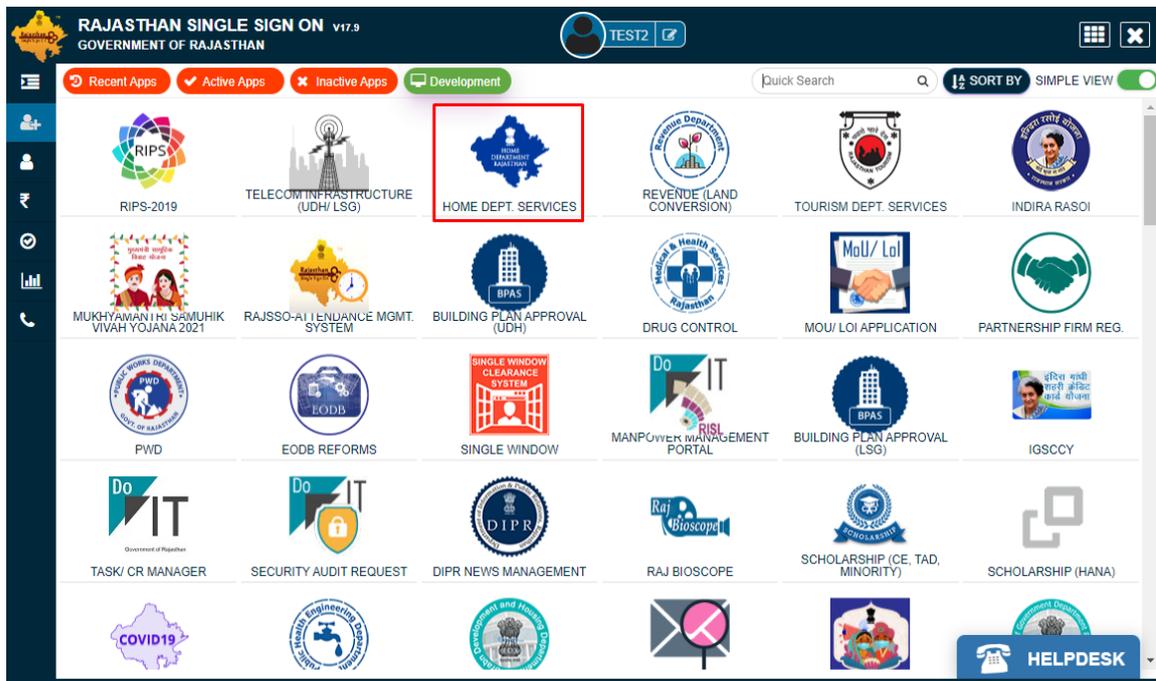
1. ADM/ SDM sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

2. After successful sign-in (login), ADM/SDM clicks on "HOME DEPT. SERVICES" app under G2G section to access the submitted applications as shown in figure below. Note: - If ADM/ SDM is unable to access the app (INACTIVE) then he/ she may get his/ her SSOID mapped with the system from DM of respective district. By default, DM's are mapped by HOME department and DM's further map the district-level officers.

3. ADM/ SDM clicks on the "VIEW" button (eye symbol) to review the submitted application(s) as shown in the figure below.

4. ADM/ SDM thoroughly review the application details + supporting documents uploaded by the Applicant as shown in figures below.

5. After thoroughly reviewing the application details + supporting documents, ADM/ SDM can either directly FORWARD the application to respective POLICE STATION + TEHSILDAR for their report/ comments OR OBJECT the application if there is any discrepancy in the application OR REJECT the application as the case may be and as applicable as shown in figure below.

6. Assuming application is complete, ADM/SDM clicks on the "FORWARD" button and system presents a window for selection of respective POLICE STATION for obtaining the field report/ comments as shown in figure below. In addition to this, application is also forwarded to respective TEHSILDAR for obtaining his/ her report/ comments.
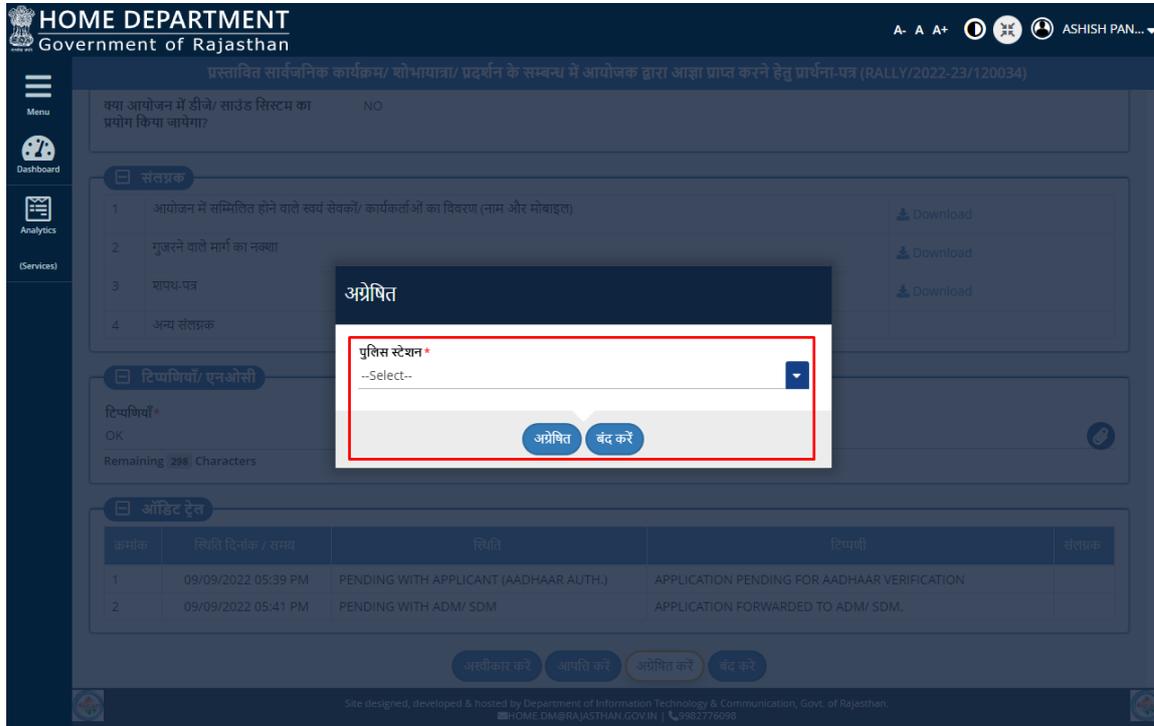
7. After selecting the respective POLICE STATION, ADM/ SDM clicks on the "FORWARD" button as shown in figure above and system prompts ADM/ SDM to confirm the action i.e., for forwarding the application to POLICE STATION + TEHSILDAR as shown in figure below.
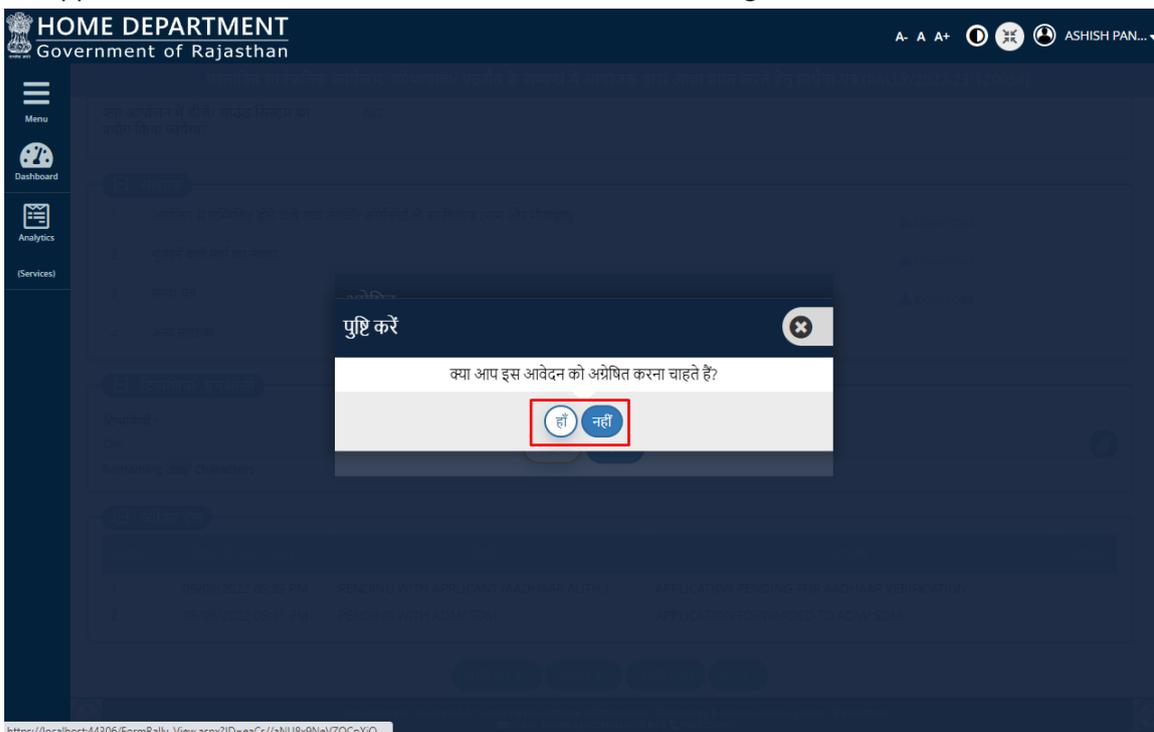
8. After confirming the FORWARD action, ADM/SDM is presented with a confirmation message that application is successfully forwarded to respective POLICE STATION + TEHSILDAR and application status is updated as "PENDING WITH FIELD OFFICERS". Applicant is also notified of this event through SMS/ Email so that he/ she is also updated with current status of his/ her application.

9. Respective POLICESTATION + TEHSILDAR login to the system in the same manner as others to view the application forwarded by ADM/ SDM to them and reviews it thoroughly. Later, they prepare their report/ comments and upload it back to the online system as shown in the figure below.

10. Once the FIELD REPORT is received online from both officers i.e., POLICE STATION + TEHSILDAR, ADM/ SDM reviews the application again along with both the FIELD REPORTs and then disposes the application. Assuming, all OK, ADM/ SDM clicks on the "ISSUE PERMISSION LETTER" button as shown in figure below to issue digitally signed permission letter.


11. After clicking the "ISSUE PERMISSION LETTER" button, system confirms the action from ADM/ SDM as shown in figure below.

12. After clicking the "YES" button in the confirmation window as shown above, system re-directs the ADM/ SDM to AADHAAR VERIFICATION window as shown in the figure below. Hence, it is important the ADM/ SDM have their current mobile number updated in AADHAAR failing which digitally signed permission letter can't be issued. ADM/ SDM clicks on the first checkbox to grant required consent and then on the "SEND OTP" button as shown in figure below.
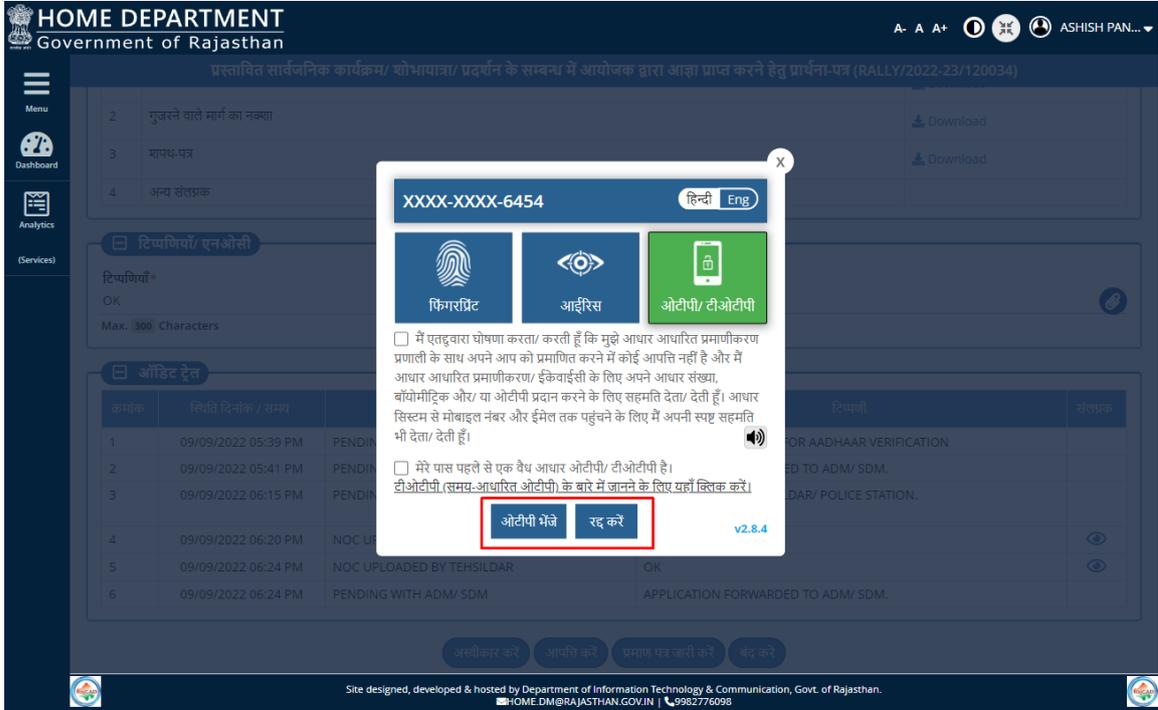
13. ADM/ SDM enters the received OTP and then clicks on "VERIFY OTP" button as shown in figure below.
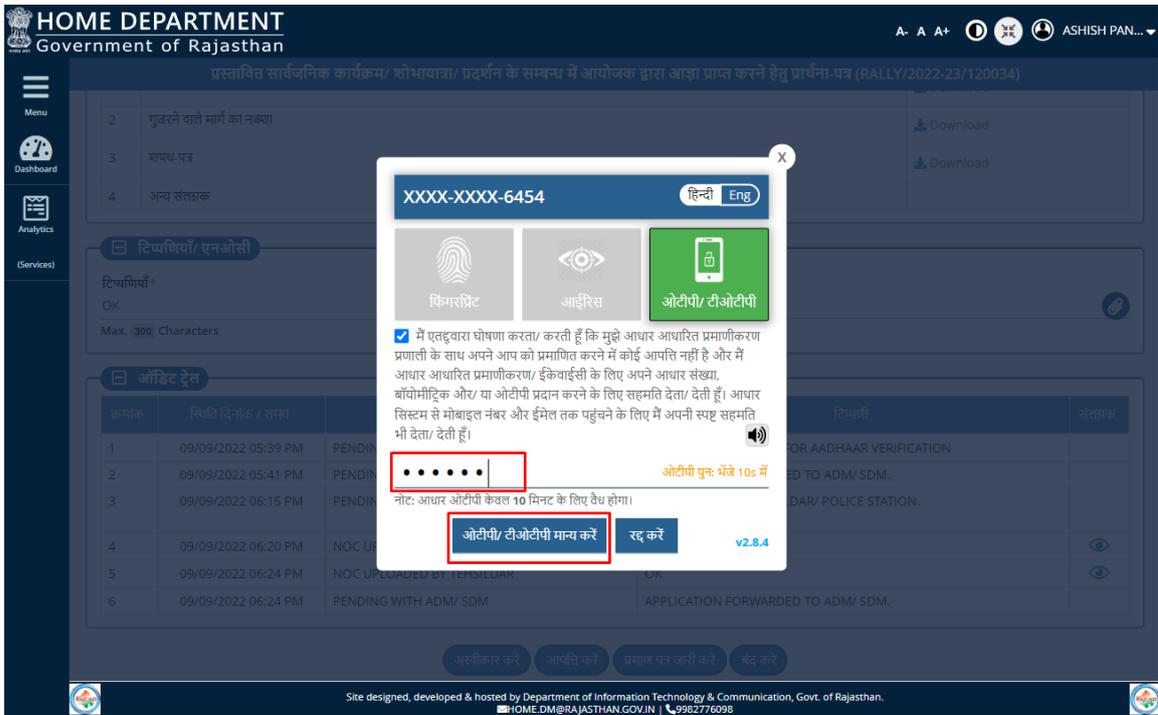
14. After successful AADHAAR VERIFICATION, digitally signed permission letter is issued by the system and a confirmation message is presented by the system as shown in figure below. SMS/ Email notification is also sent to the applicant.

15. ADM/ SDM/ Applicant/ Other stakeholders can open the application to download/ view the digitally signed permission letter as shown in figure below.

END OF DOCUMENT