

RTGS User Manual for e-District Manager (EDM)

URL:- <http://jhr2.nic.in/rtgs/>

This url link will open the Home page of RTGS website.

EDM LOGIN

Step 1: go to the home page -> Then click on **Other Login** button at the top of the page.

Other
Login

Home Page

The screenshot shows the home page of the Jharkhand Rajya Sewa Dene ki Guarantee Adhiniyam, 2011 website. The page is in Hindi and features a blue header with the text 'नागरिक सेवा' (Citizen Service) and 'सेवा का अधिकार अधिनियम, झारखण्ड सरकार' (Right to Service Act, Government of Jharkhand). Below the header is a navigation bar with links: HOME, DASHBOARD, RTGS ACT, SERVICES, CITIZEN CORNER, DOWNLOADS, E-NAGRIK SEWA, and FOR ASSISTANCE. A search bar is present with the text 'Know your application status' and a 'GO' button. The main content area is divided into three columns. The left column contains 'Latest News' and a 'Photo Gallery'. The middle column lists services under the RTGS Act, categorized into Agriculture Related, Land Related, Education Related, Mining Related, Electricity Related, Police Related, Employment Related, Social Security Related, Food & Supply Related, and Health Related. The right column contains 'Pragya Kendra Serv.' (Pragya Kendra Services) and 'Important Links'. The footer includes the Jharkhand government logo and the text 'Jharkhand.gov.in' and 'The national portal of India india.gov.in'.

Step 2: The click on the **EDM Login** button.

The screenshot shows the login page of the Jharkhand Rajya Sewa Dene ki Guarantee Adhiniyam, 2011 website. The page is in Hindi and features a blue header with the text 'नागरिक सेवा' (Citizen Service) and 'सेवा का अधिकार अधिनियम, झारखण्ड सरकार' (Right to Service Act, Government of Jharkhand). Below the header is a navigation bar with links: HOME, DASHBOARD, RTGS ACT, DOWNLOADS, E-NAGRIK SEWA, FOR ASSISTANCE, and FAQ. A search bar is present with the text 'Know your application status' and a 'GO' button. The main content area is divided into three columns. The left column contains 'Latest News' and a 'View All' link. The middle column contains a grid of login buttons: VLE Login, Officer Login, Department Login, Admin Login, EDM Login, and SAO Login. The right column contains a 'Go to Main Site' button. The footer includes the Jharkhand government logo and the text 'Jharkhand Rajya Sewa Dene ki Guarantee Adhiniyam, 2011'.

Step 3: Then fill the form below and click on **login** button.

Here User Id will be **EDM+FirstThreeLetterOfTheirDistrict**. e.g.
say for EDM DEOGHAR it will be EDMDEO

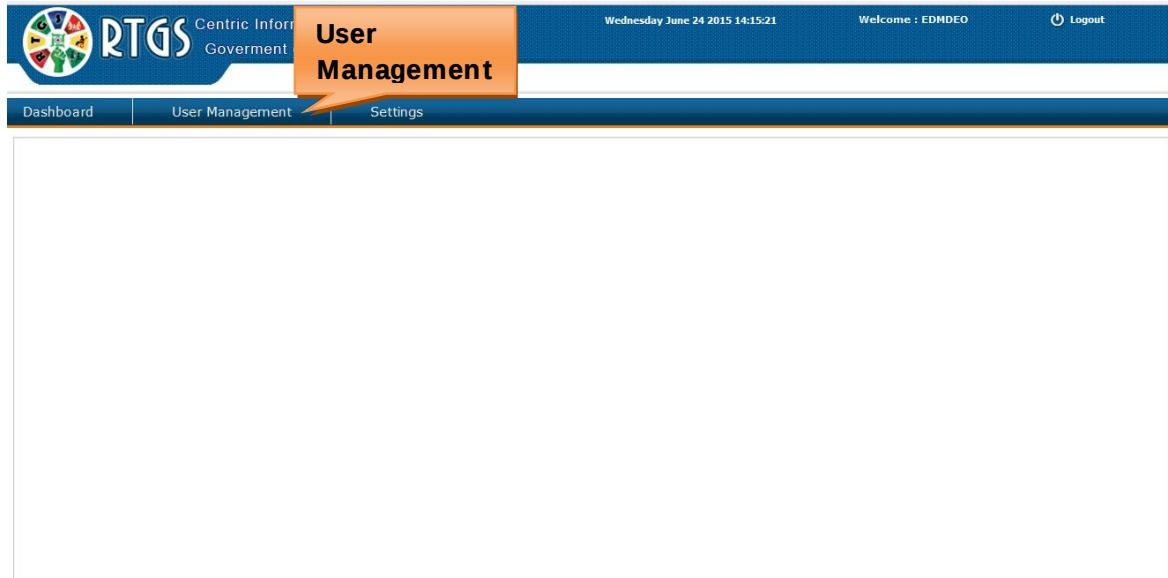
The screenshot shows the 'EDM Login' page. At the top, there is a navigation bar with links: HOME, DASHBOARD, RTGS ACT, DOWNLOADS, E-NAGRIK SEWA, FOR ASSISTANCE, and FAQ. Below this is a search bar for 'Know your application status' with a 'GO' button and a 'Go to Main Site' link. The main content area is titled 'EDM Login' and contains a form with the following fields: 'Select District:' (with 'DEOGHAR' selected), 'User ID:' (with 'EDMDEO' entered), 'Password:' (with masked characters), and 'Security Code:' (with 'LAGH' entered). There are 'LAGH' and 'Refresh' buttons for the security code, and a 'Login' button at the bottom. An orange callout bubble points to the 'EDMDEO' user ID. On the left, there is a 'Latest News' section with a 'View All' link. The footer contains copyright information for the Government of Jharkhand, dated 2014, and mentions the site is designed by NIC, Jharkhand State Unit, Ranchi.

Step 4: Then the following page will be open.

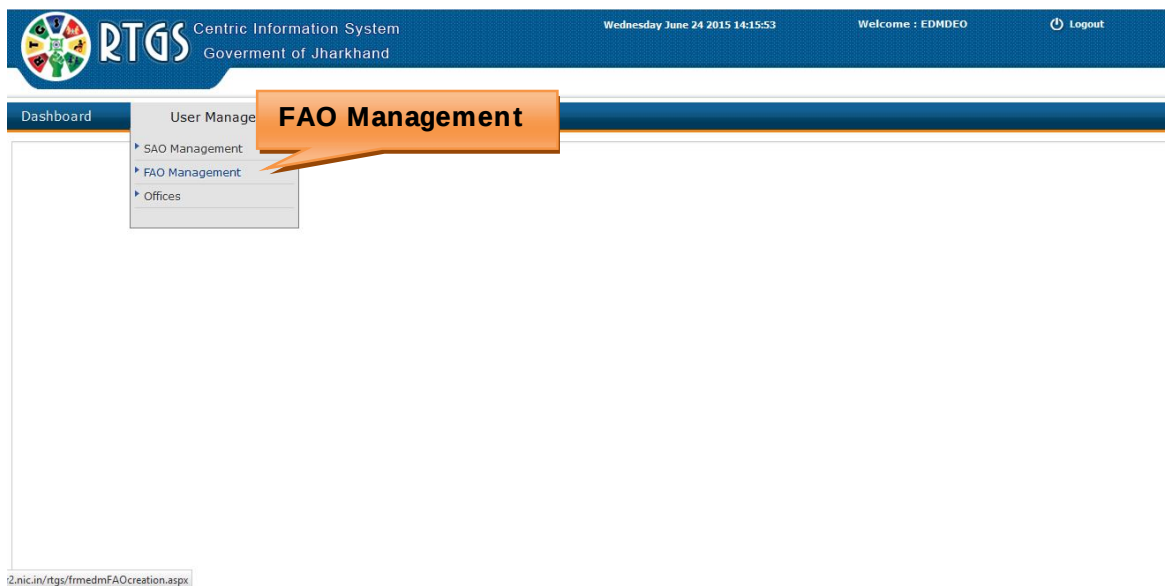
The screenshot shows the 'RTGS Centric Information System' dashboard for the Government of Jharkhand. The top header bar includes the RTGS logo, the system name, the date and time 'Wednesday June 24 2015 14:15:21', the user 'Welcome : EDMDEO', and a 'Logout' button. Below the header is a navigation bar with three tabs: 'Dashboard', 'User Management', and 'Settings'. The main content area is currently empty.

FAO MANAGEMENT

Step 1: Go to the **User Management**.



Step 2: Then click on **FAO Management**.



Then the following screen will open.

Dashboard	User Management	Settings
FAO Management Note :- Click on the textbox and press F2 key to write in hindi. EDM District : DEOGHAR Service : ==== Select ==== Sub Service : Designation : ==== Select ==== District in which Office located : ==== Select ==== SAO : FAO : FAO Code : Contact No : Email ID : Address : Password : Confirm Password : Save Reset		

Step 2: Then fill this form and click on **Save** button.

Dashboard	User Management	Settings
FAO Management Note :- Click on the textbox and press F2 key to write in hindi. EDM District : DEOGHAR Service : 003-Services related to Electricity Board Sub Service : 002-Correction of faulty bill Designation : 11 -EXECUTIVE ENGINEER, ELECTRIC District in which Office located : 22-DEOGHAR SAO : 220001-Superintending Engineer,DEOGAF FAO : Executive Engineer, DEOGHAR FAO Code : 220002 Contact No : 9800123456 Email ID : djp.kr@gmail.com Address : Deoghar Password : *** Confirm Password : *** Save Reset		

The saved record will be shown as in the below screen.

FAO Management

Note :- Click on the textbox and press F2 key to write in hindi.

EDM District : DEOGHAR

Service :

Sub Service :

Designation :

District in which Office located :

SAO :

FAO :

FAO Code :

Contact No :

Email ID :

Address :

Password :

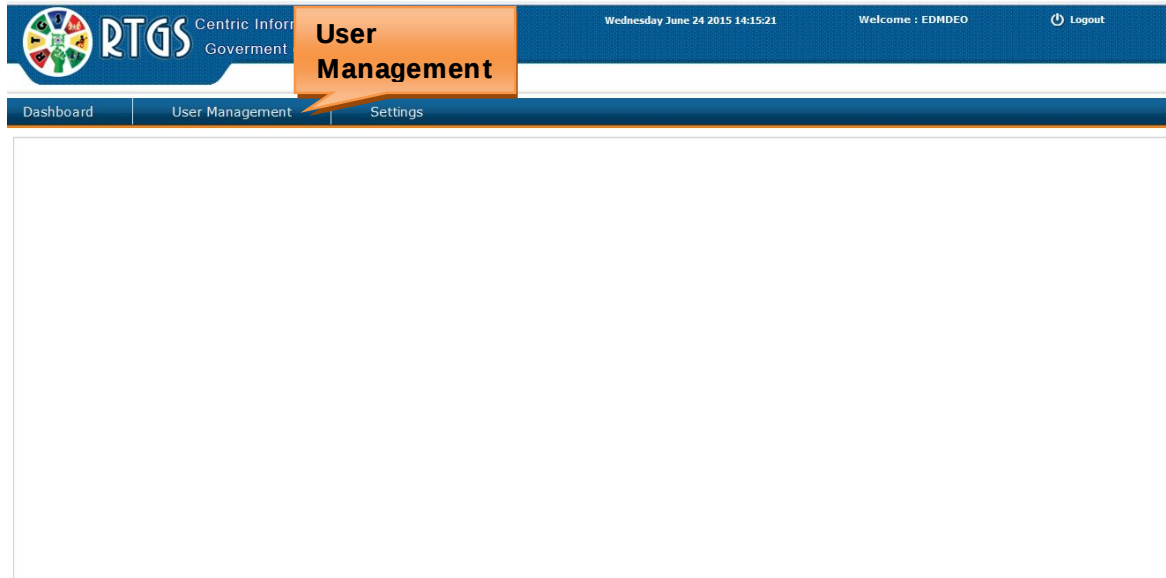
Confirm Password :

Saved
Record

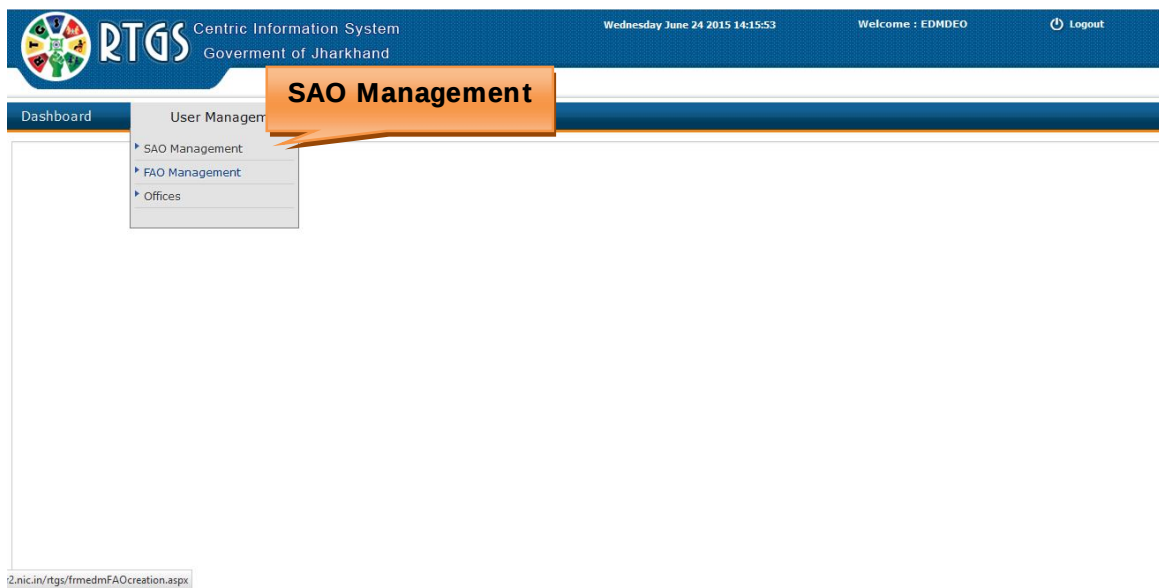
		Dist Name	Service	Sub Service	Designation	FAO code	FAO Name	SAO Name
	✖	DEOGHAR	Services related to Electricity	Correction of faulty bill	Executive Engineer, Electrical	220001	Executive Engineer, DEOGARH	Superintending Engineer, DEOGARH

SAO MANAGEMENT

Step 1: Go to the **User Management**.



Step 2: Go to the **SAO Management**.



The following screen will come next.

RTGS Centric Information System
Government of Jharkhand

Wednesday June 24 2015 14:24:02 Welcome : EDMDEO Logout

Dashboard User Management Settings

SAO Management

Note :- Click on the textbox and press F2 key to write in hindi.

EDM District : DEOGHAR

Service :

Sub Service :

Designation :

District in which Office located :

SAO :

SAO Code :

Contact No :

Email ID :

Address :

Password :

Confirm Password :

Step 3: Then fill this form as given below.

RTGS Centric Information System
Government of Jharkhand

Wednesday June 24 2015 14:27:46 Welcome : EDMDEO Logout

Dashboard User Management Settings

SAO Management

Note :- Click on the textbox and press F2 key to write in hindi.

EDM District : DEOGHAR

Service :

Sub Service :

Designation :

District in which Office located :

SAO :

SAO Code :

Contact No :

Email ID :

Address :

Password :

Confirm Password :

Then the saved record will be shown below the form you filled.

SAO Management

Note :- Click on the textbox and press F2 key to write in hindi.

EDM District :

DEOGHAR

Service :

==== Select ====

Sub Service :

Designation :

==== Select ====

District in which Office located :

==== Select ====

SAO :

SAO Code :

Contact No :

Email ID :

Address :

Password :

Confirm Password :

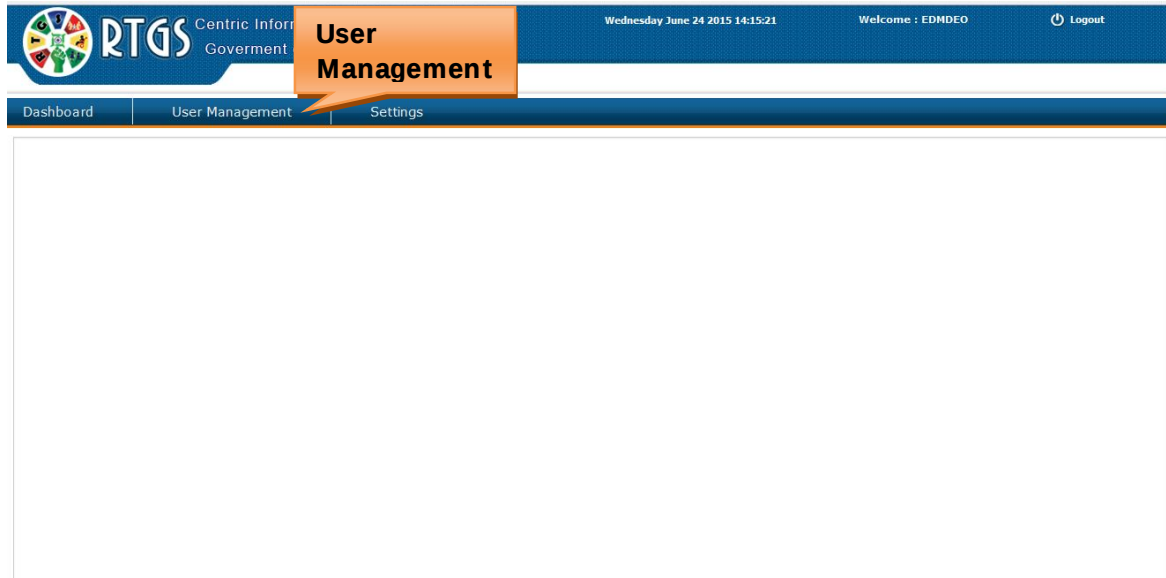
Save

Reset

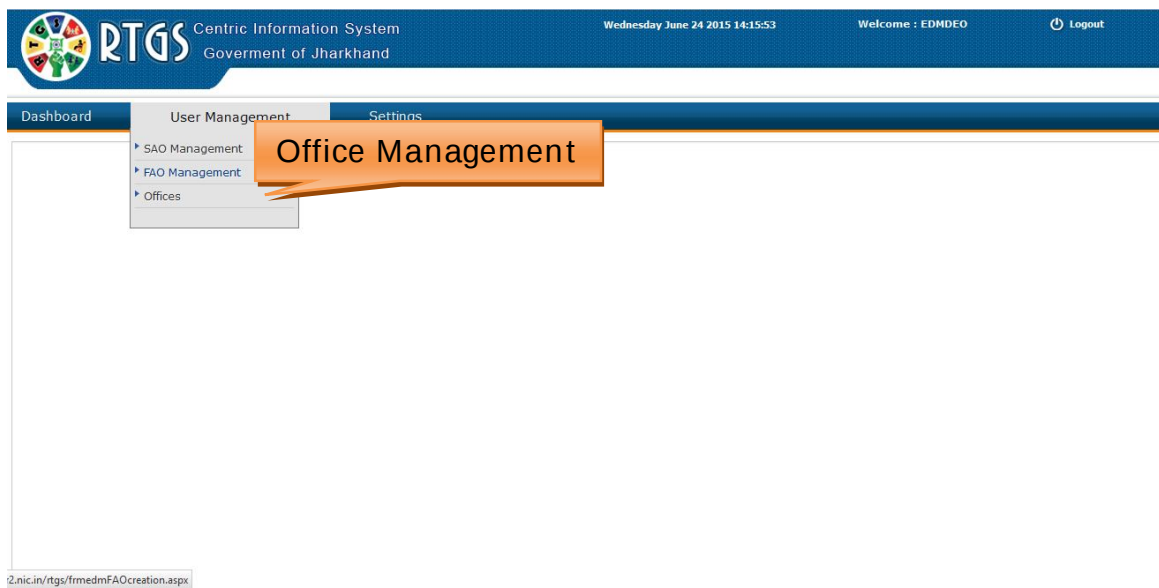
		Dist Name	Service	Sub Service	Designation	SAO code	SAO Name
		DEOGHAR	Services related to Electricity Board	Correction of faulty bill	Superintending Engineer, Electrical	220001	Superintending Engineer,DEOGARH

OFFICE MANAGEMENT

Step 1: Go to the **User Management**.



Step 2: Then click on **Office Management**.



Then the following screen will come for adding a new office.

Dashboard

User Management

Settings

Office Management

Note :- Click on the textbox and press F2 key to write in hindi.

EDM District : DEOGHAR

Designation : BLOCK DEVELOPMENT OFFICER

Office Code : 009

Office Address :

SAO : === Select ===

FAO :

Contact No :

Email ID :

Password :

Confirm Password :

Save

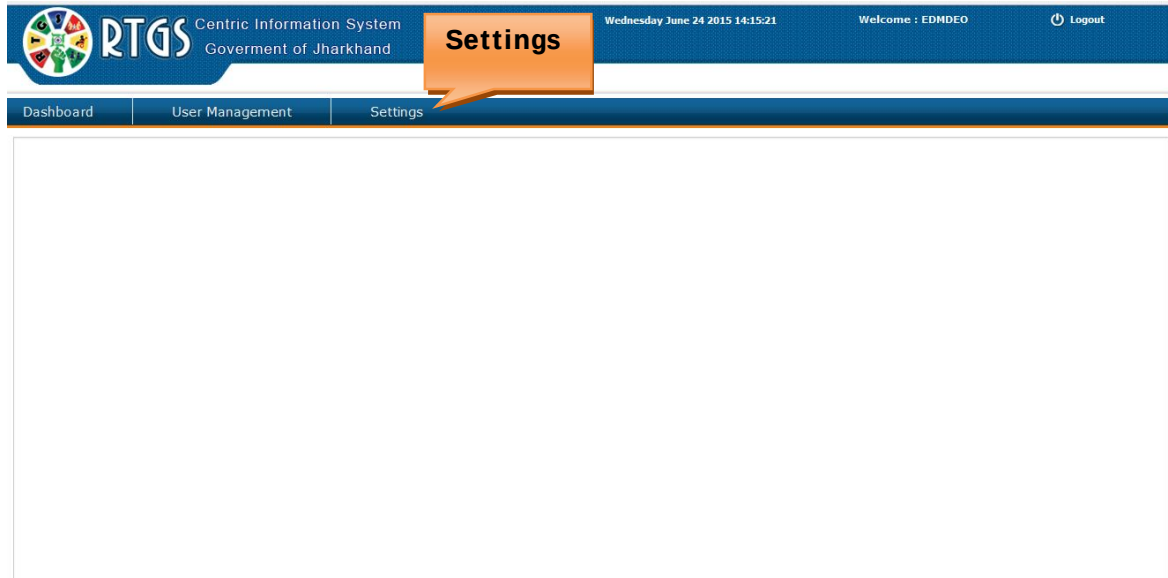
Reset

	Dist Name	Designation	Office code	Office Address	FAO Name	SAO Name
1						

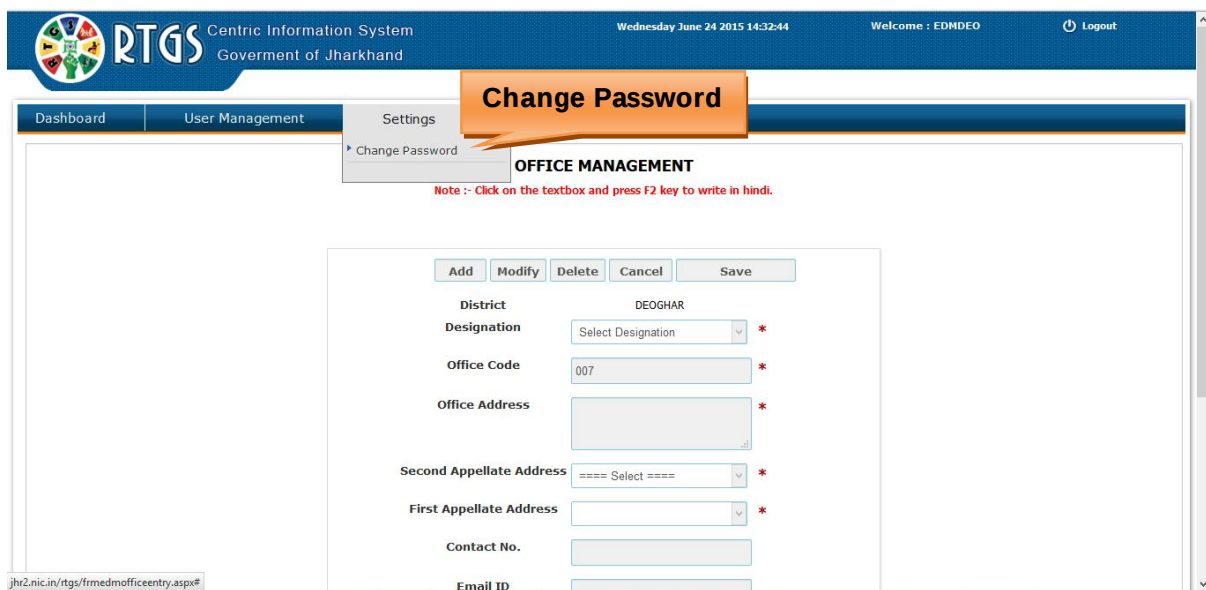
Step 3: Fill the above form and click the **Save** button to add the record.

CHANGE PASSWORD

Step 1: Go to Settings.



Step 2: Then go to Change Password.



Step 3: Then to change your password fill the following form and click on the **Save** button.

 **RTGS** Centric Information System
Government of Jharkhand

Wednesday June 24 2015 14:33:46

Welcome : EDMDEO [Logout](#)

DashboardUser ManagementSettings

[Password Policy](#)

Change Password

Old Password :

*

New Password:

*

Confirm Password:

*

Save