Guidelines for Pensioner Registration in RGHS
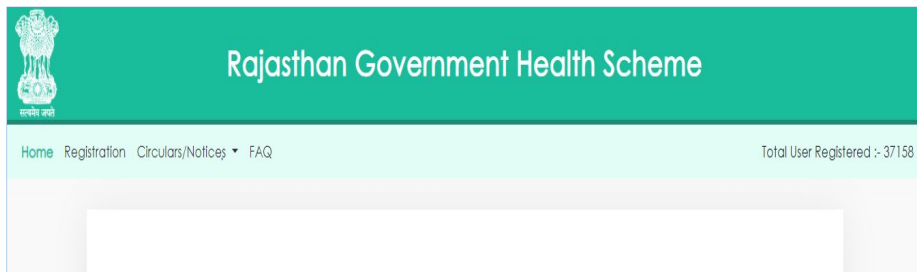
Applicable to categories:

1. AIS(Retired)
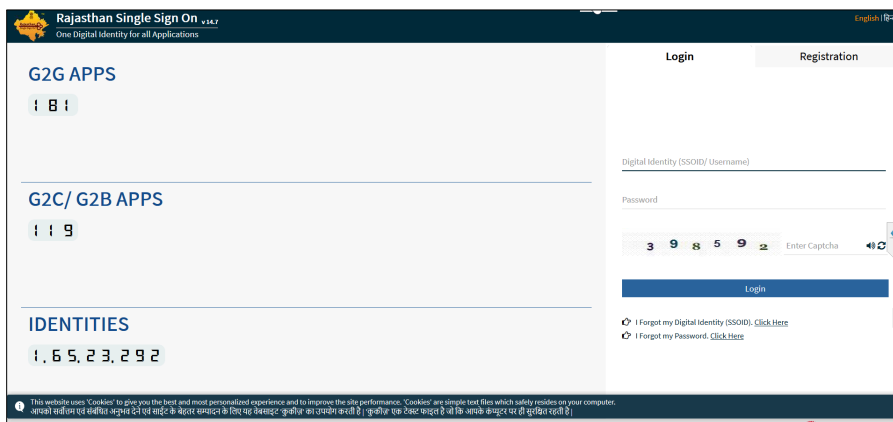2. Pensioners prior to 01-01-2004 (Under RCS Rules 1996)

Guidelines for Pensioner's Registration in RGHS

The following document provides step by step guidance to users for updating the details under Pensioners Module in the RGHS Portal. Sample screenshots, along with instructions are available.

1. Log in to webpage rghs.rajasthan.gov.in and click on Registration Tab

2. The user will now be redirected to the SSO Page. Here, the user should use his/her SSO credentials to login.
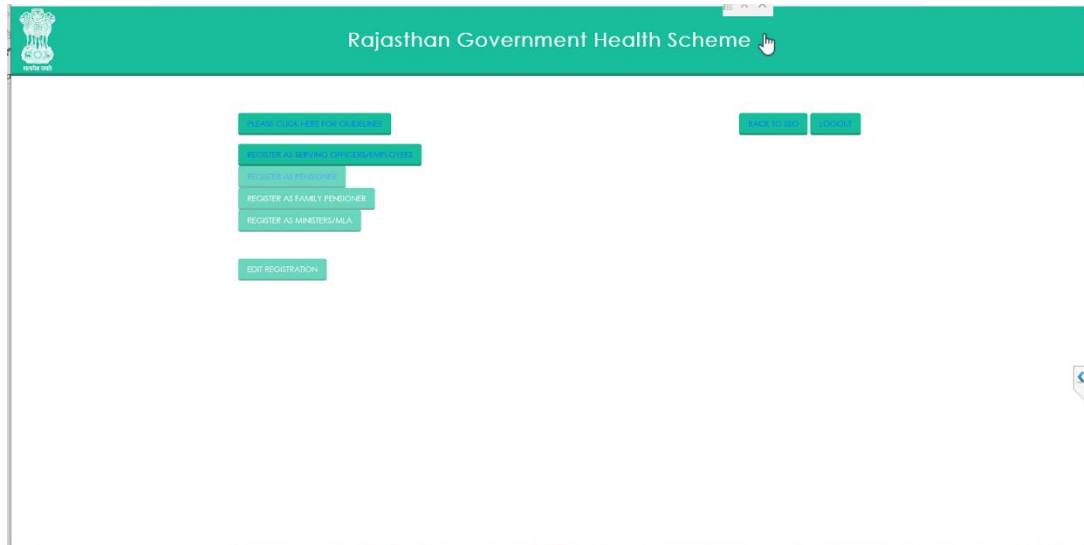

3. After logging in, click on the RGHS Icon.

4. The Landing Page will now appear with the below options. The User should click on the PENSIONERS option to continue further.
   a. Register as Serving Officers/Employees
   b. ***Register as Pensioner***
   c. Register as Judicial Officer (Retired)
   d. Register as Ex-Member of Rajasthan Legislative Assembly
   e. Family Pensioners

5. The user will now be prompted for Janaadhar ID/ Janaadhar Enrollment ID.
   a. If the user has either of these, he will be prompted to enter it, and will be taken to the next step.

b. If Janaadhar ID/Enrollment ID is unavailable, the user will be directed to the Janaadhar Platform for enrollment.

6. Once correct details for Janaadhar are updated, the family details are displayed to user for selecting the pensioner and proceeding ahead.
If any new family members are to be added/deleted, the same may be done on the Janaadhar portal.

7. After selecting the Pensioner, user clicks on CONTINUE. This further displays a table of the family for further updation by user. Here details such as Category, PPO NO, Date of Joining & Date of Retirement must be verified for the selected pensioner. For any incorrect information updated, the user will be prompted with an error message to update correct details. The Category drop down will have the following enabled options-

      i. AIS Retired
     ii. Pensioners prior to 01-01-2004 (Under RCS Rules 1996)

8. After confirming the above details, the Pensioner's family is displayed to the user to define other details such as Marital Status, dependency, Govt. Employee, Pensioner or specially-abled.
   a. Here, if the spouse is a
      i. Government employee, Category and employee ID will be asked
      ii. Pensioner, category and PPO , DOJ and DOR will be asked

   b. The user must update these correctly in the system for RGHS Card Generation.

9. Once completed, the user will be displayed the RGHS Family Card and asked for consent to the information submitted above.

10. After confirming the consent and submitting, the user will be displayed with the successfully registered message.