

Sub :- Settlement of anomaly of Senior/Junior – Simplified Procedure		
Sr. No.	Existing Procedure	New Procedure
Stage-1 At Division Office (XEN Level)		
1.	Applicant submits his/her application to Sub Division Office.	<ol style="list-style-type: none"> 1. Applicant will submit the application online with complete particulars and address of junior employee to DDO. 2. DDO and dealing clerk/ manager will prepare particulars of pay showing disparity in pay of senior employee and same will be sent online to DDO of junior employee with whom comparison is being made within two days. 3. The DDO of junior employee will send online the pay particulars of junior employee from the date of joining till date, to the DDO of senior employee within two days. 4. After getting report from DDO of junior employee, the DDO of senior employee will prepare the comparative statement showing the date of disparity particularly, and the same will be forwarded online along with service book of both the employees to head office within two days. 5. In head office application manager/dealing hand and superintendent will jointly examine the case. The branch will give its proposal explaining the reasons of anomaly and the instructions under which the case is covered and send the proposal for audit to ADFA/DAO within 2 day. 6. ADFA/DAO jointly will pre-audit the case and forward to CE/HQ for approval and favoring sanction within One day.
1.	Sub Division Office forwards the application to Division Office.	
2.	In Division Office, Superintendent marks the application to Diary Clerk.	
3.	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
4.	Letter is delivered to marked assistant.	
5.	Assistant deals the letter in concerned file and marks the file to Superintendent.	
6.	Superintendent forwards the file to XEN of Division.	
7.	XEN approves file and down marks to Superintendent.	
8.	Superintendent down marks the file to Assistant.	
9.	Assistant makes a draft and send the file to Superintendent for Sign.	
10.	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
11.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
12.	Dispatch clerk either posts or sends the letter through dak runner to Circle Office.	
Stage-2 At Circle Office (SE Level)		
1.	SE marks the letter to Superintendent.	
2.	Superintendent marks the Letter to Diary Clerk.	
3.	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
4.	Letter is delivered to marked assistant.	
5.	Assistant deals the letter in concerned file and marks the file to Superintendent.	
6.	Superintendent marks the file to SE.	
7.	SE gives approval to send the letter	

	to HO and down marks the file to Superintendent.	<p>7. After approval from CE/HQ, the superintendent will issue the sanction online within one day, under intimation to both the employees and both DDOs.</p> <p>The total process will take Eight days.</p>
8.	Superintendent down marks the file to Assistant.	
9.	Assistant makes a draft and send the file to Superintendent for Sign.	
10.	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
11.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
12.	Dispatch clerk either posts or sends the letter through dak runner to HO.	
Stage-3 At Head Office (CE Level)		
1.	Applicant submits his/her application to his/her branch.	
2.	Branch forwards the application to Admin branch.	
3.	Admin branch Superintendent marks the application to diary clerk.	
4.	Diary Clerk registers the application in diary register and assigns a diary number.	
5.	Application is delivered to marked assistant.	
6.	Assistant marks the application to Clerk.	
7.	Clerk puts up the application in concerned file and marks the file to assistant.	
8.	Assistant marks the file to List Clerk to attach the service book.	
9.	List clerk marks file to assistant.	
10.	Assistant examines and deals the file.	
11.	Assistant marks the file to Superintendent.	
12.	Superintendent marks the file to ADFA for vetting.	
13.	ADFA marks the file to superintendent after vetting.	
14.	Superintendent marks file to assistant.	
15.	Assistant marks the file to Superintendent	
16.	Superintendent marks file to registrar.	
17.	Registrar marks the file to XEN/HQ.	
18.	XEN/HQ marks the file to CE/HQ.	

19.	CE/HQ gives the approval and down marks the file to XEN/HQ.
20.	XEN/HQ down marks the file to Registrar.
21.	Registrar down marks the file to Superintendent.
22.	Superintendent down marks the file to Assistant.
23.	Assistant down marks the file to Type Clerk.
24.	Type Clerk types the draft and marks the file to assistant.
25.	Assistant checks the draft and forwards the Draft to Superintendent.
26.	Superintendent forwards the draft to Registrar to sign.
27.	Registrar signs the draft and down marks the file to Superintendent.
22.	Superintendent marks the file to Dispatch Clerk.
23	Dispatch Clerk assigns a dispatch number and marks it on sanctions.
24	Dispatch clerk send the sanctions to applicant and concerned branches and marks the file back to corresponding assistant.
Stage-4 At Government Level (Secretary Level)	
1.	Letter of HO is received in concerned Branch of Secretariat.
2.	Letter is marked to the Superintendent.
3.	Superintendent marks the letter to Senior Assistant.
4.	After diarized, Senior Assistant puts the file to Superintendent.
5.	Superintendent again puts up the file to concerned Officer who signs the sanction letter.
6.	File is down marked to Superintendent and Senior Assistant.
7.	Senior Assistant marks the file to Dispatcher who dispatches letter.
8.	Letter is received in HO.
9.	In HO same procedure is re iterated.

