

Sub :- Intimation of Property Sale/purchase – Simplified procedure

Existing procedure	New procedure
Stage -1 At Division Office (XEN Level)	
<ol style="list-style-type: none"> 1. Applicant submits his/her application to Sub Division office. 2. Sub Division office forwards the application to Division office. 3. In Division office, Superintendent marks the application to Diary clerk. 4. Diary clerk registers the letter in Diary register and assigns a Diary number. 5. Letter delivered to marked assistant. 6. Assistant deals the letter in concerned file and marks the file to Superintendent. 7. Superintendent forwards the file to XEN of division. 8. XEN approves file and marks down to Superintendent. 9. Superintendent marks down the file to Assistant. 10. Assistant makes a draft and sent the file to Superintendent for Sign. 11. Superintendent signs the draft and marks down the file to Dispatch 	<ol style="list-style-type: none"> 1. The applicant will make an online intimation regarding sale/purchase of his property on the portal in prescribed proforma to DDO. 2. DDO himself will verify online and forward the case to the Property Manager in the office of CE/HQ. 3. Property Manager in the office of CE/HQ will examine the case and forward it online to CE/HQ. 4. Automatically the acknowledgement letter regarding the action taken will be generated online by the system and a copy of the letter will be sent to the

<p>clerk. 12. Dispatch clerk assigns a dispatch number and marks it on sanctions. 13. Dispatch clerk either post or send through dak runner the letter to Circle office.</p>	<p>following:- i) Applicant ii) DDO</p>
Stage -2 At Circle Office (SE Level)	
<p>14. SE marks the letter to Superintendent. 15. Superintendent marks the Letter to Diary clerk. 16. Diary clerk registers the letter in Diary register and assigns a Diary number. 17. Letter delivered to marked assistant. 18. Assistant deals the letter in concerned file and marks the file to Superintendent. 19. Superintendent marks the file to SE. 20. SE gives approval to send letter to HO and marks down the file to Superintendent. 21. Superintendent marks down the file to Assistant. 22. Assistant makes a draft and sent the file to Superintendent for Sign.</p>	

<p>23. Superintendent signs the draft and marks down the file to Dispatch clerk.</p> <p>24. Dispatch clerk assigns a dispatch number and marks it on sanctions.</p> <p>25. Dispatch clerk either post or send through dak runner the letter to HO.</p> <p>Stage -3 At Head Office (CE Level)</p>	
<p>26. In CE office, letter is received in Issue & Receipt Branch.</p> <p>27. Issue & Receipt Branch forward the letter to concerned branch.</p> <p>28. Concerned branch Superintendent marks the letter to diary clerk.</p> <p>29. Diary clerk registers the letter in Diary register and assigns a Diary number.</p> <p>30. Letter delivered to corresponding assistant.</p> <p>31. Assistant marks the letter to clerk.</p> <p>32. Clerk puts up the letter in concerned file and mark the file to assistant.</p> <p>33. Assistant examines and deals the file.</p> <p>34. Assistant marks the file to Superintendent.</p>	

<p>35. Superintendent marks the file to Registrar.</p> <p>41. Superintendent approves the file and down mark the file to Assistant.</p> <p>42. Assistant marks down the file to type clerk.</p> <p>43. Type clerk types the draft and marks the file to Assistant.</p> <p>44. Assistant checks the draft and forwards the draft to Superintendent.</p> <p>45. Superintendent marks the file to Dispatch clerk.</p> <p>46. Dispatch clerk assigns a dispatch number and marks it on sanctions.</p> <p>47. Dispatch clerk send the sanctions to Issue & Receipt branch and marks the file back to corresponding assistant.</p> <p>48. Issue & Receipt either post the sanctions or send through the dak runner to corresponding office.</p>	
<p>Stage-4 At Government Level (Secretary Level)</p>	
<p>49. Letter of HO receives in concerned branch of Secretariat.</p> <p>50. Letter is marked to the Superintendent.</p> <p>51. Superintendent marks the letter to Senior Assistant.</p>	

<p>52. After diarized, Senior Assistant put file to Superintendent.</p> <p>53. Superintendent again file put up to concerned Officer who sign the sanction letter.</p> <p>54. File is down marked to Superintendent and Senior Assistant.</p> <p>55. Senior Assistant marks the file to Dispatcher who dispatch letter.</p> <p>56. Letter receives in HO.</p> <p>57. In HO, same procedure is reiterated.</p>	
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