

Sub :- Defence Sanction related to court case -- Simplified Procedure		
Sr. No.	Existing Procedure	New Procedure
Stage-1 At Division Office (XEN Level)		
1.	Division office receives the CWP Copy in the Office.	<p>1) Whenever, the copy of petition of any court case is received in the Office of Executive Engineer or Superintending Engineer or Chief Engineer, the concerned Executive Engineer or any other concerned official will send the request through online system to the Law Officer in the office of CE/HQ.</p> <p>2) (a) For the cases related to district courts, Law Officer will examine the case and forward it to CE/HQ. CE/HQ will examine the case and system generated letter will be forwarded through offline mode to Director /Prosecution and Litigation for approval. The sanction would be endorsed online by Law officer after approval from director/Prosecution and Litigation is received.</p> <p>(b) For the cases related to High courts and Supreme Court, Law Officer will examine the case and forward it to CE/HQ. CE/HQ will examine the case and forward it to the Principal Secretary who will approve. Sanction would be issued automatically through the system.</p> <p>3) The copy of the Defense sanction will be sent automatically through the system to the following:</p> <ul style="list-style-type: none"> ○ Concerned Executive Engineer, ○ Concerned Superintending Engineer ○ Concerned Chief Engineer ○ Chief Engineer/Headquarter
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 the 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 sends 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 the Circle Office.	
Stage-2 At Circle Office (SE Level)		
1.	Superintendent marks the Letter to Diary Clerk.	
2.	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
3.	Letter is delivered to marked assistant.	
4.	Assistant deals the letter in concerned file and marks the file to Superintendent.	
5.	Superintendent marks the file to SE.	
6.	SE gives approval to send the letter to HO and down marks the file to Superintendent.	
7.	Superintendent down marks the file to Assistant.	

8.	Assistant makes a draft and sends the file to Superintendent for Sign.
9.	Superintendent signs the Draft and down marks the file to Dispatch Clerk.
10.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.
11.	Dispatch clerk either posts or sendsthe letterthrough dak runner to HO.
Stage-3 At Head Office (CE Level)	
1.	Issue and Receipt branch forwards the letter to concerned branch.
2.	Concerned branch 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 corresponding assistant.
5.	Assistant marks the letter to Clerk.
6.	Clerk puts up the letter in concerned file and mark the file to assistant.
7.	Assistant examines and deals the file.
8.	Assistant marks the file to Superintendent.
9.	Superintendent marks the file to AO-2.
10.	AO-2 forwards the file to XEN/HQ.
11.	XEN/HQ forwards the file to CE/HQ.
12.	CE/HQ gives the approval and down marks the file to XEN/HQ.
13.	XEN/HQ down mark the file to AO-2.
14.	AO-2 down marks the file to Superintendent.
15.	Superintendent down marks the file to Assistant.
16.	Assistant down marks the file to Type Clerk.
17.	Type Clerk types the draft and marks the file to assistant.
18.	Assistant checks the draft and forwards the Draft to Superintendent.
19.	Superintendent forwards the draft to AO-2 for sign.

20.	AO-2 signs the Draft and down marks the file to Superintendent.
21.	Superintendent marks the file to Dispatch Clerk.
22.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.
23.	Dispatch clerk sends the sanctions to Issue and Receipt branch and marks the file back to corresponding assistant.
24.	Issue and Receipt either posts the sanctions or sends through the dak runner to the corresponding office.
Stage-4 At Government Level (Secretary Level)	
1.	Letter is marked to the Superintendent.
2.	Superintendent marks the letter to Senior Assistant.
3.	After diarized, Senior Assistant puts the file to Superintendent.
4.	Superintendent again puts up the file to the concerned Officer who signs the sanction letter.
5.	File is down marked to Superintendent and Senior Assistant.
6.	Senior Assistant marks the file to Dispatcher who dispatches the letter.
7.	Letter is received in HO.
8.	In HO same procedure is re iterated.