Sub :-	Sub :- Permission for Higher education—Simplified procedure	
Sr.	Existing Procedure New Procedure	
No.		
Stage-:	1 At Division Office (XEN Level)	
1.	Applicant submits his/her	1. Employee himself / herself will apply
	application to Sub Division Office.	online to the concerned DDO.
2.	Sub Division Office forwards the	offliffe to the concerned DDO.
	application to Division Office.	2. If the employee wants to do higher
3.	In Division Office, Superintendent marks the application to Diary Clerk.	education on correspondence basis
4.	Diary Clerk registers the letter in	then the competent authority is
	Diary Register and assigns a Diary	DDO If he wants to do an regular
	Number.	DDO. If he wants to do on regular
5.	Letter is delivered to marked	basis then DDO will forward the case
6.	assistant. Assistant deals the letter in	online to CE/HQ office where a
	concerned file and marks the file to	Higher education manager will
	Superintendent.	examine the case and will forward
7.	Superintendent forwards the file to XEN of Division.	the same for approval.
8.	XEN approves file and down marks	3. CE/HQ will take the action online or
	to Superintendent.	
9.	Superintendent down marks the file	will send the case to the Principal
10.	to Assistant. Assistant makes a draft and send	Secretary online, if so required.
10.	the file to Superintendent for Sign.	4. Principal Secretary will take the
11.		action online and send it back to the
	down marks the file to Dispatch	CE/HQ office online.
	Clerk.	CE/TIQ Office Offiline.
12.		5. Automatically the sanction regarding
12	number and marks it on sanctions.	the action will be generated online
13.	•	
	the letter through dak runner to Circle Office.	by the system, the moment the
Stage-	2 At Circle Office (SE Level)	competent authority approves the
1.	SE marks the letter to	case and a convert the canction
	Superintendent.	case and a copy of the sanction
2.	Superintendent marks the Letter to	letter will be sent to the following:-
	Diary Clerk.	i) Applicant
3.	Diary Clerk registers the letter in	
	Diary Register and assigns a Diary	ii) DDO
	Number.	
4.	Letter is delivered to marked	
	assistant.	
5.	Assistant deals the letter in	
	concerned file and marks the file to	
	Superintendent.	
6. 7.	Superintendent marks the file to SE.	
/.	SE gives approval to send the letter	

	to HO and down marks the file to
	Superintendent.
8.	Superintendent down marks the file
	to Assistant.
9.	Assistant makes a draft and send
	the file to Superintendent for Sign.
10.	
	down marks the file to Dispatch
	Clerk.
11.	
	number and marks it on sanctions.
12.	Dispatch clerk either posts or sends
	the letter through dak runner to
	HO.
Stag	ge-3 At Head Office (CE Level) (for
NGI	E-1 Branch)
1.	In CE office, letter is received in
	Issue & Receipt Branch.
2.	Issue and Receipt branch forwards
	the letter to concerned branch.
3.	Concerned branch Superintendent
	marks the letter to diary clerk.
4.	Diary Clerk registers the letter in
	diary register and assigns a diary
	number.
5.	Letter is delivered to corresponding
٥.	assistant.
6.	Assistant marks the letter to Clerk.
7.	Clerk puts up the letter in
, ·	concerned file and marks the file to
	assistant.
8.	Assistant examines and deals the
o.	file.
9.	Assistant marks the file to
Э.	
10	Superintendent. Superintendent marks the file to
10.	Superintendent marks the file to
11	AO-2.
11.	
12.	CE/HQ gives the approval and down
	marks the file to AO. The case which
	relates to Government, CE/HQ
	marks the case directly to
	Government.
13.	AO-2 down marks the file to
	Superintendent.
14.	Superintendent down marks the file
	to Assistant.
15.	Assistant down marks the file to
10.	Type Clerk.
	Type Clerk.

16.	Type Clerk types the draft and
	marks the file to assistant.
17.	Assistant checks the draft and
	forwards the Draft to
	Superintendent.
18.	Superintendent marks the file to
	Dispatch Clerk.
19.	Dispatch Clerk assigns a dispatch
	number and marks it on sanctions.
20.	Dispatch clerk send the sanctions to
	Issue and Receipt branch and marks
	the file back to corresponding
	assistant.
21.	Issue and Receipt either post the
	sanctions or sends through the dak
	runner to corresponding office.
Stage-3	3 At Head Office (CE Level) (for NGE-
2 Bran	
1.	In CE office, letter is received in
	Issue & Receipt Branch.
2.	Issue and Receipt branch forwards
	the letter to concerned branch.
3.	Concerned branch Superintendent
	marks the letter to diary clerk.
4.	Diary Clerk registers the letter in
	diary register and assigns a diary
	number.
5.	Letter is delivered to corresponding
	assistant.
6.	Assistant marks the letter to Clerk.
7.	Clerk puts up the letter in
	concerned file and marks the file to
	assistant.
8.	Assistant examines and deals the
	file.
9.	Assistant marks the file to
	Superintendent.
10.	Superintendent marks the file to
	AO-2.
11.	AO-2 forwards the file to XEN/HQ.
12.	
13.	_ *
	marks the file to XEN/HQ.
14.	XEN/HQ down marks the file to AO-

2.

to Assistant.

15. AO-2 down marks the file to

Superintendent.

16. Superintendent down marks the file

<ol> <li>Assistant down marks the file to Type Clerk.</li> <li>Type Clerk types the draft and marks the file to assistant.</li> <li>Assistant checks the draft and forwards the Draft to Superintendent.</li> <li>Superintendent forwards the draft to AO-2 for sign.</li> <li>AO-2 signs the Draft and down marks the file to Superintendent.</li> <li>Superintendent marks the file to Dispatch Clerk.</li> <li>Dispatch Clerk assigns a dispatch number and marks it on sanctions.</li> <li>Dispatch Clerk send the sanctions to Issue and Receipt branch and marks the file back to corresponding assistant.</li> <li>Issue and Receipt either post the sanctions or sends through the dak runner to corresponding office.</li> <li>Stage-3 At Head Office (CE Level) (for EE-1 Branch)</li> <li>In CE office, letter is received in Issue &amp; Receipt Branch.</li> <li>Issue and Receipt branch forwards the letter to EE1 branch.</li> <li>EE1 branch Superintendent marks the letter to diary clerk.</li> <li>Diary Clerk registers the letter in diary register and assigns a diary number.</li> <li>Letter is delivered to corresponding assistant.</li> <li>Assistant marks the letter to Clerk.</li> <li>Clerk puts up the letter in concerned file and marks the file to assistant.</li> <li>Assistant examines and deals the file.</li> <li>Assistant marks the file to SE/HQ.</li> <li>SE/HQ marks the file to CE/HQ.</li> <li>SE/HQ down marks the file to SE/HQ.</li> <li>SE/HQ down marks the file to SE/HQ.</li> </ol>	17	Assistant down marks the file to
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<ol> <li>9. Assistant marks the file to Superintendent.</li> <li>10. Superintendent marks the file to SE/HQ.</li> <li>11. SE/HQ marks the file to CE/HQ.</li> <li>12. CE/HQ gives the approval and down marks the file to SE/HQ.</li> </ol>	8.	Assistant examines and deals the
Superintendent.  10. Superintendent marks the file to SE/HQ.  11. SE/HQ marks the file to CE/HQ.  12. CE/HQ gives the approval and down marks the file to SE/HQ.		
<ul> <li>10. Superintendent marks the file to SE/HQ.</li> <li>11. SE/HQ marks the file to CE/HQ.</li> <li>12. CE/HQ gives the approval and down marks the file to SE/HQ.</li> </ul>	9.	Assistant marks the file to
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13. SE/HQ down marks the file to		marks the file to SE/HQ.
	13.	SE/HQ down marks the file to

	Superintendent.
14.	
14.	Superintendent down marks the file to Assistant.
1 -	
15.	Assistant down marks the file to
1.5	Type Clerk.
16.	,,
	marks the file to assistant.
17.	Assistant checks the draft and
	forwards the Draft to
	Superintendent.
18.	
	marks the file to Dispatch Clerk.
19.	
	number and marks it on sanctions.
20.	Dispatch clerk send the sanctions to
	the applicant and concerned
	branches and marks the file back to
	corresponding assistant.
Stage-3	3 At Head Office (CE Level) (for EE-2
Branch	<u>)</u>
1.	In CE office, letter is received in
	Issue & Receipt Branch.
2.	Issue and Receipt branch forwards
	the letter to EE-2 branch.
3.	EE-2 branch Superintendent marks
	the letter to concerned assistant
	and gives it to diary clerk.
4.	Diary Clerk registers the letter in
	diary register and assigns a diary
	number.
5.	Letter is delivered to concerned
	assistant.
6.	Assistant marks the letter to Clerk.
7.	Clerk puts up the letter in
	concerned file and marks the file to
	assistant.
8.	Assistant examines and deals the
	file and sends to Superintendent.
9.	Superintendent marks the file to
	SE/HQ.
10.	SE/HQ gives approval and gives
	back to SE/HQ's branch and sends
	to CE/HQ for approval.
11.	CE/HQ gives the approval and down
	marks the file to SE/HQ.
12.	SE/HQ marks the file to
	Superintendent/EE-2.
13.	Superintendent down marks the file
	to Assistant.

14.	Assistant down marks the file to
	Type Clerk.
15.	71
	marks the file to assistant.
16.	Assistant checks the draft and
	forwards the Draft to
	Superintendent.
17.	Superintendent marks the file to
	Dispatch Clerk or in case
	Government approval is required
	then forwards the file to SE/HQ to
	sign the drafts which are then sent
	to the Government
18.	
	number.
19.	•
	Issue and Receipt branch and marks
	the file back to corresponding
6:	assistant.
	3 At Head Office (CE Level) (for
	Branch)
1.	Applicant submits his/her
2	application to his/her branch.
2.	Branch forwards the application to
	Admin branch.
3.	Admin branch Superintendent
4.	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
J.	assistant.
6.	Assistant marks the application to
0.	Clerk.
7.	Clerk puts up the application in
, ,	concerned file and marks the file to
	assistant.
8.	Assistant examines and deals the
	file.
9.	Assistant marks the file to
	Superintendent.
10.	Superintendent marks the file to
	Registrar.
11.	Registrar down marks the file to
	Superintendent.
12.	Superintendent down marks the file
	to Assistant.
13.	Assistant down marks the file to
	Type Clerk.

14.	Type Clerk types the draft and marks the file to assistant.
15.	Assistant checks the draft and
13.	forwards the Draft to
	Superintendent.
16.	Superintendent signs the draft and
10.	down marks the file to Dispatch
	Clerk.
17.	Dispatch Clerk assigns a dispatch
	number and marks it on sanctions.
18.	Dispatch clerk send the sanctions to
10.	applicant and concerned branches
	and marks the file back to
	corresponding assistant.
Stage-4	4 At Government Level (Secretary
Level)	. At Government Level (Secretary
20001	
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.
	Same procedure is refrectated.