

| Sub :- Permission for Higher education—Simplified procedure | | |
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| Sr. No. | Existing Procedure | New Procedure |
| Stage-1 At Division Office (XEN Level) | | |
| 1. | Applicant submits his/her application to Sub Division Office. | 1. Employee himself / herself will apply online to the concerned DDO. 2. If the employee wants to do higher education on correspondence basis then the competent authority is DDO. If he wants to do on regular basis then DDO will forward the case online to CE/HQ office where a Higher education manager will examine the case and will forward the same for approval. 3. CE/HQ will take the action online or will send the case to the Principal Secretary online, if so required. 4. Principal Secretary will take the action online and send it back to the CE/HQ office online. 5. Automatically the sanction regarding the action will be generated online by the system, the moment the competent authority approves the case and a copy of the sanction letter will be sent to the following:- i) Applicant ii) DDO |
| 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 is 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 down marks to Superintendent. | |
| 9. | Superintendent down marks the file to Assistant. | |
| 10. | Assistant makes a draft and send the file to Superintendent for Sign. | |
| 11. | Superintendent signs the Draft and down marks the file to Dispatch Clerk. | |
| 12. | Dispatch Clerk assigns a dispatch number and marks it on sanctions. | |
| 13. | 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 | |

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| | 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. | 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) (for NGE-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 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 CE/HQ. |
| 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 Type Clerk. |

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| 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 At Head Office (CE Level) (for NGE-2 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 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. | XEN/HQ forwards the file to CE/HQ. |
| 13. | CE/HQ gives the approval and down marks the file to XEN/HQ. |
| 14. | XEN/HQ down marks the file to AO-2. |
| 15. | AO-2 down marks the file to Superintendent. |
| 16. | Superintendent down marks the file to Assistant. |

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| 17. | Assistant down marks the file to Type Clerk. |
| 18. | Type Clerk types the draft and marks the file to assistant. |
| 19. | Assistant checks the draft and forwards the Draft to Superintendent. |
| 20. | Superintendent forwards the draft to AO-2 for sign. |
| 21. | AO-2 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 Issue and Receipt branch and marks the file back to corresponding assistant. |
| 25. | Issue and Receipt either post the sanctions or sends through the dak runner to corresponding office. |
| Stage-3 At Head Office (CE Level) (for EE-1 Branch) | |
| 1. | In CE office, letter is received in Issue & Receipt Branch. |
| 2. | Issue and Receipt branch forwards the letter to EE1 branch. |
| 3. | EE1 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 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. |
| 13. | SE/HQ down marks the file to |

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| | Superintendent. |
| 14. | Superintendent down marks the file to Assistant. |
| 15. | Assistant down marks the file to 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 signs the draft and 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 the applicant and concerned branches and marks the file back to corresponding assistant. |
| Stage-3 At Head Office (CE Level) (for EE-2 Branch) | |
| 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. |

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| 14. | Assistant down marks the file to Type Clerk. |
| 15. | Type Clerk types the draft and 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. | Dispatch Clerk assigns a dispatch number. |
| 19. | Dispatch clerk send the sanctions to Issue and Receipt branch and marks the file back to corresponding assistant. |
| Stage-3 At Head Office (CE Level) (for Admin Branch) | |
| 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 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. |

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| 14. | Type Clerk types the draft and marks the file to assistant. |
| 15. | Assistant checks the draft and forwards the Draft to Superintendent. |
| 16. | Superintendent signs the draft and 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 applicant and concerned branches and marks the file back to corresponding assistant. |

Stage-4 At Government Level (Secretary Level)

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| 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. |