



**SOP for  
Court Case Status Tracking against a Vacancy id and  
Locking/Unlocking of the Vacancy**



Ver:2.0

Date:10.11.2025

Go Number: FS/Sectt./Sup/ 4M-30/2022 (Pt- III)/5477

Date:21.11.2025

It has come to the notice of the Department that, in several cases, when disposing of vacancies, licensing authorities are overlooking existing legal cases against the vacancies, resulting in increased litigation. Therefore, the Department has developed an online module to track court case status against a vacancy ID and lock/unlock issuance of the offer letter/licence against the vacancy based on court case status.

On receiving a court case against a vacancy, **any user from SCFS/RO up to DDPS/DR** can enter the court case details against the vacancy ID and can also update the status of the court case. **On entering a court case against a vacancy ID, the generation of the offer letter/issuance of the licence against the vacancy ID shall be locked.**

**Only licensing authorities (SCFS/RO) can seek permission for the issuance of an offer letter/licence against a locked vacancy, and the request for permission shall be disposed of by the DCFS/JDR, respectively, after reviewing the request.**

## **1. Court Case Entry and Locking of Offer Letter /Licence Issuance**

1.1. Log in to the Online Supply Chain Portal and find the menu Court Case entry under FPS vacancy.

The screenshot shows a vertical menu on the left side of a web interface. The menu items are: FPS Vacancy, Offline License, FPS Compassionate License, FPS Application Disposal, FPS License Generation, Meeting Minutes/Reports, Inspection, Stock Reports, Billing report, Billing, Dealer Bill Claim, Distributor/Wholesaler Vacancy, FPS Vacancy Application, and Duare Ration. The 'Court Case Entry' option is highlighted with a blue background and a white border. To the right of the menu, there is a small preview window showing a bar chart titled 'Month VS Dis' with three bars of different colors (red, green, blue) and numerical values (440000, 500000, 450000) on the y-axis. The x-axis shows months: October, March, April.



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**1.2.** On clicking the menu, the following page shall open. Select the vacancy type, enter the desired vacancy ID, and provide all the necessary details. Then, upload the specified documents and enter remarks. Finally, submit for locking the vacancy.

**Case Entry Form**

**Vacancy Type\***  
 Fresh  Resultant  Compassionate Ground  All

**Vacancy ID:\***

**Case Type\***

**Case Number:**

**Case Year\***

**Case Status\***

**\* Upload Document:**  
 No file chosen  
Only PDF files up to 300 KB are allowed; upload only the first two pages for petitions and the full order copy for orders.

**Note:\***

**Submit**

**Case Type\***

WP(A)  
WP(O)  
MAT  
SLP  
RVWO



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## Change Status

**Status**

-- Select Status --

-- Select Status --

Interim order staying vacancy disposal

Interim order directing not to issue a licence till disposal of the court case

Final order issued cancelling the notification.

Final order issued for revision of final selection.

**Choose File** No file chosen

Only PDF files up to 300 KB are allowed; upload only the first two pages for petitions and the full order copy for orders.

**Submit**

1.3. The entered court case details will be shown below.

**On successful locking, the generation of the offer letter/issuance of the licence (as the case may be) cannot be done.**

## **VIEW COURT CASE ENTRY FROM SCFS/RO**

Case Number	Case Status	Vacancy Id	Created On	Action
3453	Interim order staying vacancy disposal	202200220901	04/11/2025	<button>Change Status</button> <button>Unlock</button>
1234	Final order issued vacating Court Case	202200221223	04/11/2025	



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1.4. On clicking a case number, all the details related to the Court Case will be shown in the format as seen in the screenshot provided below.

## Case Entry Details

Case Entry Basic Information

**Vacancy ID:** 202200221223

**Notification No:** 272/SCF(CH)/2024

**District:** MALDA

**Block:** Ratua - I

**Central Location:** PURBA KAMALPUR DURGA MANDIR

**Case Type:** WP(A)

**Case No:** 1234

**Case Year:** 2025

**Current Case Status:** Final order issued vacating Court Case

**Communication:**

Created On	Case Status	Created By	Remarks	Approval Status	Approved By	Approved On	Document
04/11/2025	Court Case Pending	scfscha	test	NA	NA	NA	<a href="#">View Document</a>
04/11/2025	Final order issued vacating Court Case	scfscha	test	Approved	dcfsmld	04/11/2025	<a href="#">View Document</a>

## DOCUMENT VIEW FROM DETAILS PAGE

**1.5. On locking a vacancy ID by Court Case Entry, the vacancy ID shall be highlighted in red colour in all the relevant pages in disposal for all users, and a case status will be added against the vacancy ID.**

List of Vacancies										10.04.2023	Generate Offer Letter	
Application ID		Name		Central Location		Status		Action		Final order issued vacating Court Case		
202200221223	202200221223006 SANY MISRA	PURBA KAMALPUR DURGA MANDIR	Ratua - I	Fresh	Get Vacancy Details	Choose	View			Generate Offer Letter	1234	
202200221310	202200221310008 MD ABU TAHER	KADAMTALI PRIMARY SCHOOL	Ratua - II	Fresh	Get Vacancy Details	Choose	View			Generate Offer Letter	5234	Court Case pending



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## 2. Update Court Case Status

2.1. On the court case entry page, for every entered court case, there are two buttons, namely change status and unlock. Court Case status may be updated from the “change status” link. **However, the locking status of the vacancy ID will not change.**

Entry Form

Case Entry Form

Vacancy Type\*  
 Fresh  Res

Vacancy ID\*: 202200220901

Case Type\* WP(O)

Case Number\* 3453

Case Year\* 2025

Change Status

Status: Interim order directing not to issue a licence till disposal of the c

Remark:

Upload Document

Choose File No file chosen

Only PDF files up to 300 KB are allowed; upload only the first two pages for petitions and the full order copy for orders.

Submit

Change Status

Status: -- Select Status --

— Select Status —

Interim order staying vacancy disposal  
Interim order directing not to issue a licence till disposal of the court case  
Final order issued cancelling the notification.  
Final order issued for revision of final selection.

Choose File No file chosen

Only PDF files up to 300 KB are allowed; upload only the first two pages for petitions and the full order copy for orders.

Submit



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### **3. Requesting Permission for Unlocking a Vacancy ID from a Court Case**

**3.1.** For unlocking a vacancy ID, the “unlock” link should be used. Two options (as the case may be) may be selected here, as seen in the screenshot provided below. Upload the Final order or approval order of the department, enter detailed remarks, and submit for requesting permission to unlock the vacancy ID so that the offer letter/license may be issued.

Unlock

Status

-- Select Status --

-- Select Status --

Final order issued vacating Court Case

Departmental permission received to issue Licence

Upload Document

Choose File No file chosen

Only PDF files up to 300 KB are allowed; upload only the first two pages for petitions and the full order copy for orders.

Submit

Case Entry Form

Vacancy Type\*  
 Fresh  Rest

Vacancy ID:\*

202200220901

Case Type\*  
WP(O)

Case Number:\*

3453

Case Year\*

2025

scfscha SCFS



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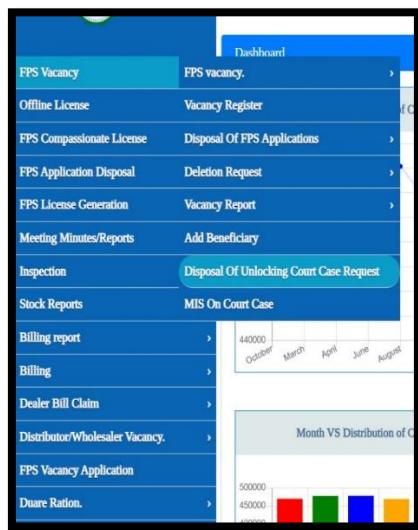


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## 4. Disposal from DCFS/DDR/JDR END

4.1. Only DCFS or JDR shall dispose of the request sent by SCFS/RO for unlocking a Vacancy ID. The Menu “Disposal of Unlocking Court Case Request” can be found under the “FPS Vacancy Menu”.



4.2. On clicking the menu, the following page shall open. DCFS/JDR will review the request and dispose of it by clicking the “Take Action” link. If **approved**, the Vacancy ID shall be unlocked and its colour shall change from red to green, and the Offer letter/Licence may be issued. If the request is **rejected** status quo shall be maintained.

Disposal details of request for permission to issue offer letter/license					
Case Number	Last Action By	Case Status	Application Status	Action	Document
4323	scfscha	Final order issued vacating Court Case	Pending	<a href="#">Take Action</a>	<a href="#">View Document</a>

Approved/Rejected Request for permission to issue offer letter/Licence

Case Number	Application Status	Approved/Reject By	Remarks	Approved/Reject On
1234	Approved	dcfsmlid		10-11-2025 12:17 PM



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**Take Action**

**Approval Status**

-- Select --

**Remarks**

Case Number: 5234

Approved/ Reject

Submit Close

Case Number	Application Status	Approved/Reject By	Remarks	Approved
1234	Approved	dcfsmld	test	04-11-2025

**Take Action**

**Approval Status\***

-- Select --

-- Select --

Approved

Reject

Submit Close

## 5. Colour Code

If the vacancy ID is locked, in all disposal and in vacancy register pages this shall be highlighted in **red colour**. If permission to issue a licence is approved by the DCFS/DDR, then the colour shall change from **red** to **green**, and the offer letter/licence may be issued.



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## 6. MIS report

On clicking the “**MIS on Court Case**” Menu under “**FPS Vacancy**”, a report in the following format will be shown.

**MIS of Court Case**

Select Directorate	DDPS	Select District Name	MALDA																																												
Select Subdivision Name	Chanchal	Select Block Name	Select All																																												
Case date from	dd-mm-yyyy	Case date to	dd-mm-yyyy																																												
<b>Search</b>																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">District</th> <th style="width: 10%;">Sub Division</th> <th style="width: 10%;">Block</th> <th style="width: 10%;">Vacancy ID</th> <th style="width: 10%;">Address</th> <th style="width: 10%;">Case Type</th> <th style="width: 10%;">Case No</th> <th style="width: 10%;">Case Year</th> <th style="width: 10%;">Case Status</th> <th style="width: 10%;">Linked Cases</th> <th style="width: 10%;">Last Entered/Updated by</th> </tr> </thead> <tbody> <tr> <td>MALDA</td> <td>Chanchal</td> <td>Harischandrapur - II</td> <td>202200220901</td> <td>TETIA PRIMARY SCHOOL</td> <td>WP(O)</td> <td>3453</td> <td>2025</td> <td>Interim order staying vacancy disposal</td> <td>1</td> <td>scfscha</td> </tr> <tr> <td>MALDA</td> <td>Chanchal</td> <td>Ratua - I</td> <td>202200221223</td> <td>PURBA KAMALPUR DURGA MANDIR</td> <td>WP(A)</td> <td>1234</td> <td>2025</td> <td>Final order issued vacating Court Case</td> <td>1</td> <td>scfscha</td> </tr> <tr> <td>MALDA</td> <td>Chanchal</td> <td>Ratua - II</td> <td>202200221310</td> <td>KADAMTALI PRIMARY SCHOOL</td> <td>WP(O)</td> <td>5234</td> <td>2025</td> <td>Departmental permission received to issue Licence</td> <td>1</td> <td>scfscha</td> </tr> </tbody> </table>				District	Sub Division	Block	Vacancy ID	Address	Case Type	Case No	Case Year	Case Status	Linked Cases	Last Entered/Updated by	MALDA	Chanchal	Harischandrapur - II	202200220901	TETIA PRIMARY SCHOOL	WP(O)	3453	2025	Interim order staying vacancy disposal	1	scfscha	MALDA	Chanchal	Ratua - I	202200221223	PURBA KAMALPUR DURGA MANDIR	WP(A)	1234	2025	Final order issued vacating Court Case	1	scfscha	MALDA	Chanchal	Ratua - II	202200221310	KADAMTALI PRIMARY SCHOOL	WP(O)	5234	2025	Departmental permission received to issue Licence	1	scfscha
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## 7. Vacancy Register

If a vacancy ID is linked with a court case, it can be viewed from “**Vacancy Register**” with a highlighted colour (red or green) and the court case number shown against the vacancy ID as shown below.

**Vacancy Register :**

Select Directorate	DDPS	Select District Name	MALDA																														
Select Subdivision Name	Chanchal	Select Block Name	Select All																														
Notification date from	dd-mm-yyyy	Notification date to	dd-mm-yyyy																														
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Showing 1 to 1 of 1 entries (filtered from 170 total entries)