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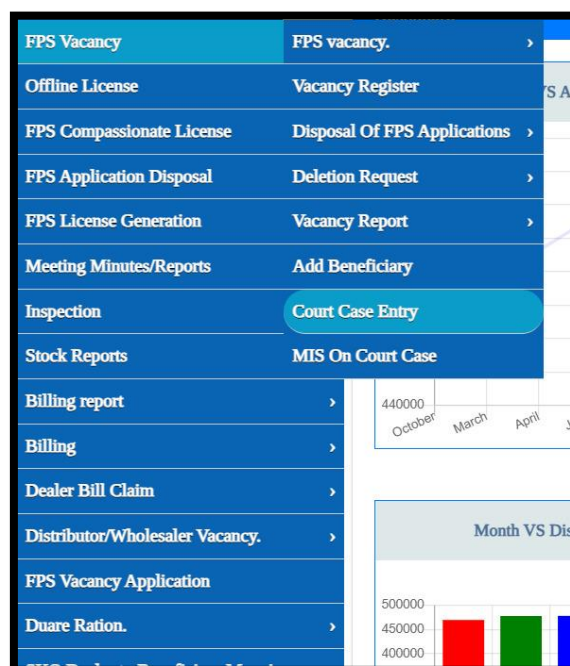
1.2. On clicking the menu, the following page shall open. Select the vacancy type, enter the desired vacancy ID, and provide all the necessary details. Then, upload the specified documents and enter remarks. Finally, submit for locking the vacancy.

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

Ver:2.0   Date:10.11.2025

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	Change Status Unlock
1234	Final order issued vacating Court Case	202200221223	04/11/2025	

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

Ver:2.0   Date:10.11.2025

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	View Document
04/11/2025	Final order issued vacating Court Case	scfscha	test	Approved	dcfsmld	04/11/2025	View Document

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.**

							10.04.2023 ☐ Generate Offer Letter			
202200221223 SANY MISRA	2022002212223006	Central Location: PURBA KAMALPUR DURGA MANDIR	Ratua - I	Fresh Get Vacancy Details	Choose View		Generate Offer Letter	1234	Final order issued vacating Court Case
202200221310 MD ABU TAHER	2022002213100008	KADAMTALI PRIMARY SCHOOL	Ratua - II	Fresh Get Vacancy Details	Choose View			5234	Court Case Pending

Showing 1 to 3 of 3 entries   Previous 1 Next

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

Ver:2.0   Date:10.11.2025

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.**

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.
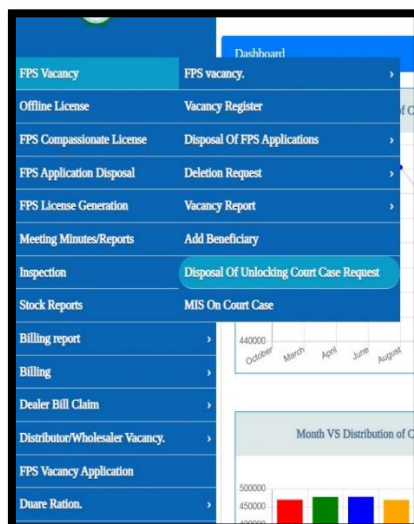
4. Disposal from DCFS/DDR/JDR END

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	Take Action	View Document

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

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

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.

6. MIS report

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

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.