



## 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

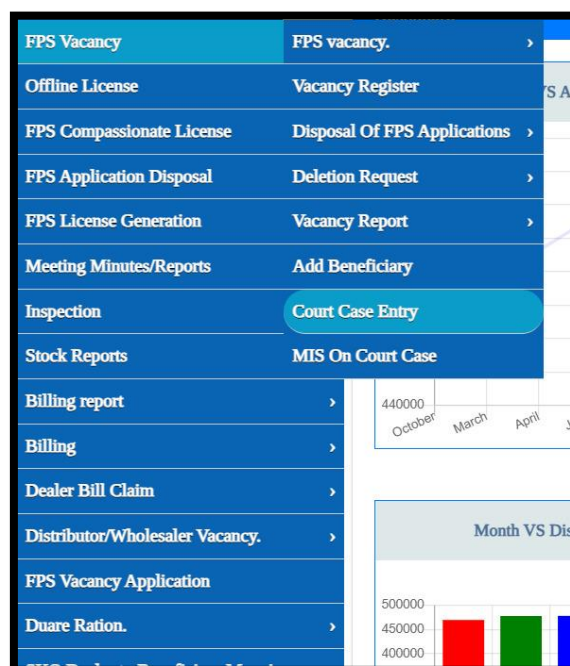
It has come to the notice of the Department that, in several cases, when disposing of vacancies, licensing authorities are overlooking existing legal cases against the vacancies, resulting in increased litigation. Therefore, the Department has developed an online module to track court case status against 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.





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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:\*

**Case Type\***

-- Select Case Type --

-- Select 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	<a href="#">Change Status</a> <a href="#">Unlock</a>
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

Close

Paytm Secu... 1 / 1 67%

**Note:** This is computer generated receipt and does not require any signature or stamp  
**Note:** This is a computer generated acknowledgement and does not require any signature or stamp  
**Please note -** In case you do not receive the LIC payment receipt in 48 hours, follow these steps to download the receipt from the LIC website.

**For LIC Registered users**

- Log into your account with user Id and password
- Clicking on the option "Online payment receipts" under "Basic Services Section" on your homepage
- You can download your receipt.

**For LIC without Registration**

- 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.

202200221223	202200221223006 SANY MISRA	Central Location: PURBA KAMALPUR DURGA MANDIR	Ratua - I	Fresh	<a href="#">Choose</a> <a href="#">Get Vacancy Details</a>	<input type="text"/>	<a href="#">Generate Offer Letter</a>	1234	Final order issued vacating Court Case
202200221310	202200221310006 MD ABU TAHER	KADAMTALI PRIMARY SCHOOL	Ratua - II	Fresh	<a href="#">Choose</a> <a href="#">Get Vacancy Details</a>	<input type="text"/>	<a href="#">Generate Offer Letter</a>	5234	Court Case Pending

Showing 1 to 3 of 3 entries

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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.**

The screenshot shows the 'Case Entry Form' with a 'Change Status' modal open. The modal contains the following fields:

- Status:** A dropdown menu with the selected value 'Interim order directing not to issue a licence till disposal of the c'.
- Remark:** A text area with a placeholder and a green 'G' icon.
- Upload Document:** A 'Choose File' button and the text 'No file chosen'. Below it, a note states: '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:** A green button at the bottom right of the modal.

The background form fields are partially visible:

- Vacancy Type:** Radio buttons for 'Fresh' and 'Res'.
- Vacancy ID:** Text input with value '202200220901'.
- Case Type:** Text input with value 'WP(O)'.
- Case Number:** Text input with value '3453'.
- Case Year:** Text input with value '2025'.

This is a close-up of the 'Change Status' modal. The 'Status' dropdown menu is open, showing the following options:

- 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.

The 'Choose File' button and the 'No file chosen' text are also visible. The 'Submit' button is at the bottom right.



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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.

The screenshot displays the SCFS (State Case File System) portal interface. A modal window titled "Unlock" is open, allowing users to request permission to unlock a vacancy ID. The modal contains the following fields and options:

- Status:** A dropdown menu with two options: "-- Select Status --" and "Final order issued vacating Court Case".
- Upload Document:** A section with a "Choose File" button and the text "No file chosen". Below this, a note states: "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:** A green button at the bottom right of the modal.

The background shows the "Case Entry Form" with the following details:

- Vacancy Type:** Radio buttons for "Fresh" and "Res" (partially visible).
- Vacancy ID:** 202200220901
- Case Type:** WP(O)
- Case Number:** 3453
- Case Year:** 2025



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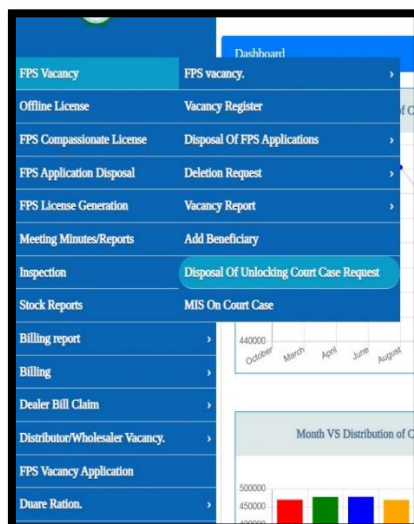


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### 4. Disposal from DCFS/DDR/JDR END

- 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/licence					
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	dcfsmld		10-11-2025 12:17 PM	



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Case Number	Application Status	Approved/Reject By	Remarks	Approval Date
5234	Pending	dcfsmld	test	04-11-2025

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

### 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

Search

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

### 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

Search

Show: 1 entries

Vacancy ID	Vacancy Type	Notification No.	Notification Date	Notification Mode	SubDivisionName	Block/Block/Quality	Place Of Vacancy	Notification Status	Vacancy Status	Total Application Count	Download Notification	Remarks	Case No.	Case Status
202200220901	F	83-SCF/CH/22	03/02/2022 00:00:00	Offline Re-Notification	Chanchal	Harischandrapur - II	TETIA PRIMARY SCHOOL	Less Date over	License Issued	1	Download		3453	Interim order staying vacancy disposal

Showing 1 to 1 of 1 entries (Filtered from 170 total entries)

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