Application: To create a Order System.

Roles: Dealing Assistant, Nodal, Approver, Final Approver.

Departments: Pollution, Water, Police, PwD.

Roles Description:

- ➢ Dealing Assistant: Check the Application and forward to Nodal Officer
- ➢ Nodal: base on the comments of Dealing Assistant Nodal officer either revert to DA or forward to Approver.
- ➢ Approver: Will enter remarks and forward for final approval.
- ➢ Final Approver: Will approve the application and final letter forwarded to DA.

Process:

Flow 1:

Step 1: User Login

Step 2: Fill Form (Annexure-I)

Step 3: Application is forwarded to DA, then forwarded to Nodal officer after scrutiny of the application by DA and then forwarded to Approver

Step 4: Remarks by Approver and put for final approval

Step 5: once approved the application will come back to the dealing assistant

Step 6: Approver will generate the final copy of letter and send back to applicant.

Technology:

- ➢ PHP, MySql, Apache.

Framework:

Preferred YII2.

Annexure-I

1	Type of Request:	Transfer/ Adjustment
		Development Work
		Financial Assistance
		Complaint/ Inquiry
		Others
2	Received Through	Letter
		DO Letter
		E Mail
		Others
3	Concerned Department	
4	Subject	
5	Applicant Name	
6	Mobile Number	
7	Constituency Detail	From (Dropdown) add dummy
		To (Dropdown) add dummy
8	Issued By	Self-Request
		XYZ
		VIP
		Others
9	Letter Date	
10	Remarks	
11	Action Taken	
12	Attach Document	