**Discussion Regarding Mike Permission**

Flow chart received from department

Registered Citizen -> Application -> Local PS ID (from the selection done on Police Station) NOC -> SDPO ID NOC -> SDO ID Approval -> Document generation

**Discussion Points**

1. PS officer NOC-Is there any specific format for NOC or simple recommendation remark
2. SDPO NOC- Is there any specific format for NOC or simple recommendation remark
3. Is there any annexure required from applicant other than self written application form
4. To create PS,SDPO and SDO user we need below mapping of entire district for LG directory work

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Police station Name | SDPO Name (Location) | SDO Name(Location) |
| 1 | Domkal PS | SDPO Domkal | SDO Domkal |
| 2 | Jalangi PS |
| 3 | Raninagar PS |
| 4 | Islampur PS |
| 5 | Sagarpara PS |

**Flow Diagram for Mike Permission Application**

*Applicant*

1. **Citizen apply the application**

**2b. Reject the application**

**2c-1. SUBMITTED THE SHORTFALL DOCUMENTS**

**Local POLICE STATION**

*Applicant*

**2c. If any Short Fall**

**2. Scrutinize the application**

**2a. Forward the application with proper remark(NOC)**

**SDPO**

**3 Forward the application with proper remark(NOC)**

*SDO*

**4. Issuance Certificate**

**5. Reject the application**

*Applicant*

END

**Description**

**STEP** **1: Applicant** (CITIZEN) fill the application form and upload self written application .After final submission, application forwarded to selected police station.

**STEP 2:**  **Local Police station** securitize the application

**STEP 2a:**  **Local-PS**  forward the application with proper remark (NOC) to **SDPO** if application is correct and valid.

**STEP 2b:**  **Local-PS** reject the application with suitable remarks if application is not valid.

**STEP 2a:** **Local-PS** revert back the application to applicant if there is any shortfall of attached document.

**STEP 2a-1:** **Applicant** upload the shortfall document again and the application forward to the **Local-PS**

**STEP 3:** **SDPO** forward the application to **SDO** with proper remark (NOC).

**SDPO** can also revert back the application to **Local-PS** with remarks if there is any issue**.**

**STEP 4:** **SDO** canapprove the application. Upload the signed copy of system generated certificate and deliver the certificate to applicant.

If any issue then **SDO** can also revert back the application to **SDPO** with remarks if there is any issue**.**

**STEP 5:** **SDO** can reject the application.

**Special mention:**

1. Email/message needs to be send to the nearest PS for information once an Applicant applies. With a link to the website for further processing.
2. Similarly email/message needs to be send to SDPO, SDO once an application is forwarded to their end.
3. The applicant should get an email/message that his/her application has been forwarded/approved/rejected.