**Proposed Work Flow of the RTI Application Monitoring System for LA Cases, South 24 Paraganas**

CITIZEN

1. **APPLY under RTI for LA case**

**2b. If some or data are Incorrect then reject the Application**

SPIO FOR LA Cases

1. **Verify the Application**

**2a. If all data are Correct then Forward**

**4a. If more than one sector involved in the plot**

Asst. LAO

**3a. Details of Land acquisition information as per office record**

**3. Check LA Status**

Asst. LAO

Surveyor

**3b. if no acquisition case / torn page**

**8. Generation of RTI Reply**

**7. Final Approval of RTI**

CITIZEN

Spl. LAO

**6. Forward For Approval of RTI reply inpre defined format**

SPIO FOR LA Cases

**4. Forward for verification**

**4b. Forward with Acquisition Remarks**

**5. Forward with Acquisition Remarks**

SPIO FOR LA Cases

**Work flow for the proposed RTI Monitoring Systems for LA cases : -**

1. **Citizen** apply the application to **SPIO** for RTI with details along with grips challan and signed application in pre defined format.
2. **SPIO** verify the application.

2a) If the application is complete on all respect then forward the same to **Surveyor**.

2b) If the application is incomplete then reject the application with proper remarks.

1. **Surveyor** check the LA status of the plot mentioned in the application.

3a) If LA status is acquisition then forward the application to **Asst. LAO** for verification with his remarks.

3b) If the application is not acquisition related then the **surveyor** forward this same with remarks to **SPIO**. In case no LA case attached / torn page found send back with remarks to **SPIO**.

1. **Asst LAO** may verify the LA status and following scenario may arise –

4a) In case there is multiple sector attached to the LA case, he may forward the same to another **Asst LAO** selecting from combo box with proper remarks.

4b) In case there is only one sector attached to that LA case, he may forward the same to **SPIO** from combo box with proper remarks.

1. In case there is multiple sector attached to the LA case, he may forward the same to another **Asst LAO** selecting from combo box with proper remarks , otherwise he may forward the same to **SPIO** from combo box with proper remarks.
2. **SPIO** will prepare RTI reply application forwarded from **Surveyor** (in case no LA case / torn page) or **SPIO** ( in case LA acquit ion involved ) and send to **SPL LAO** for approval.
3. **SPL LAO** will approve the RTI reply or he may sent back to **SPIO** for modification of the RTI reply for resend. In case of Approval of the RTI reply same may be forwarded to **SPIO** for generation of Final RTI reply to citizen.
4. **SPIO** will generate final RTI reply for LA case for **citizen** if the same is reply approved by SPL LAO.