STANDARD OPERATING PROCEDURE

MODULE: BLACKLISTING OF AGENCY

Standard Operating Procedure of "BLACKLISTING OF AGENCY Module"

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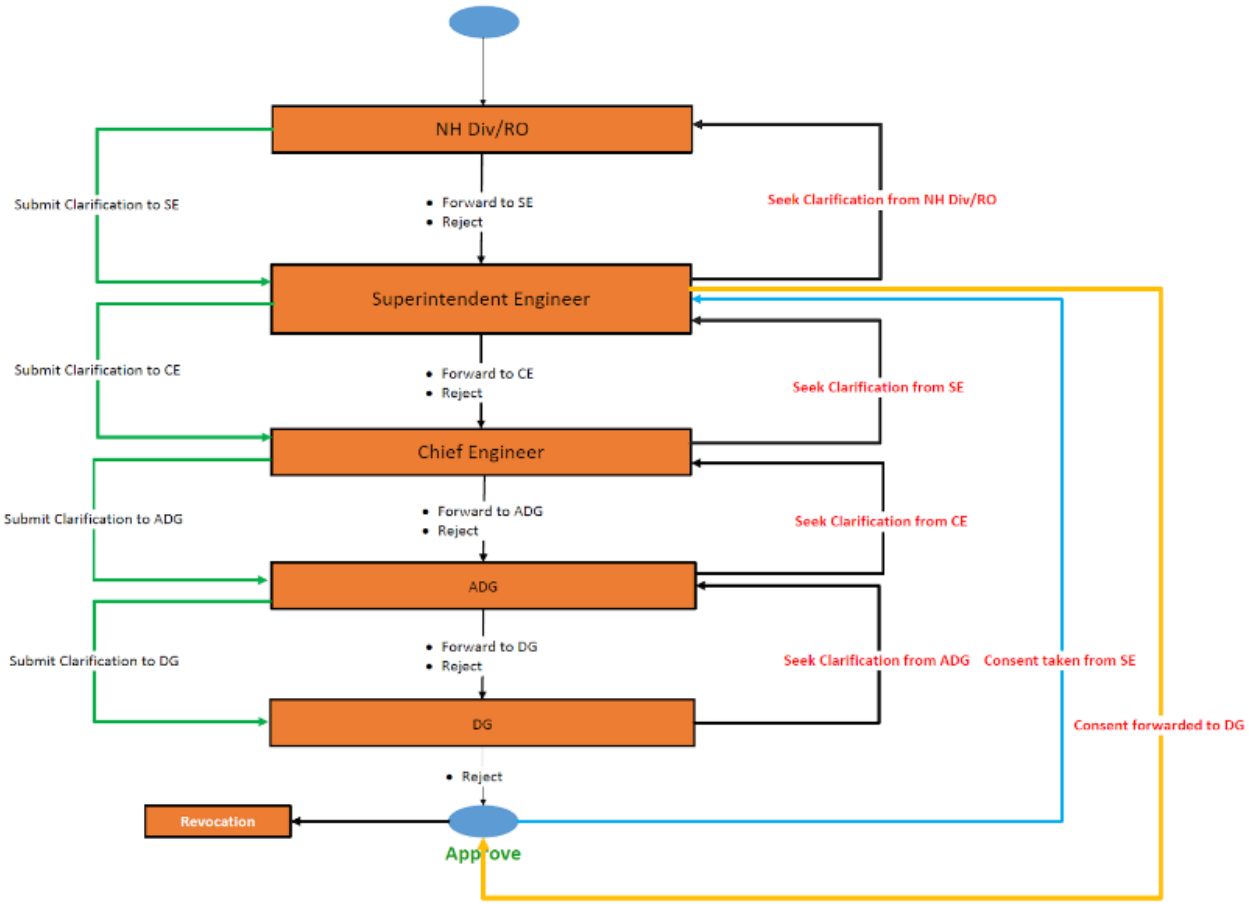
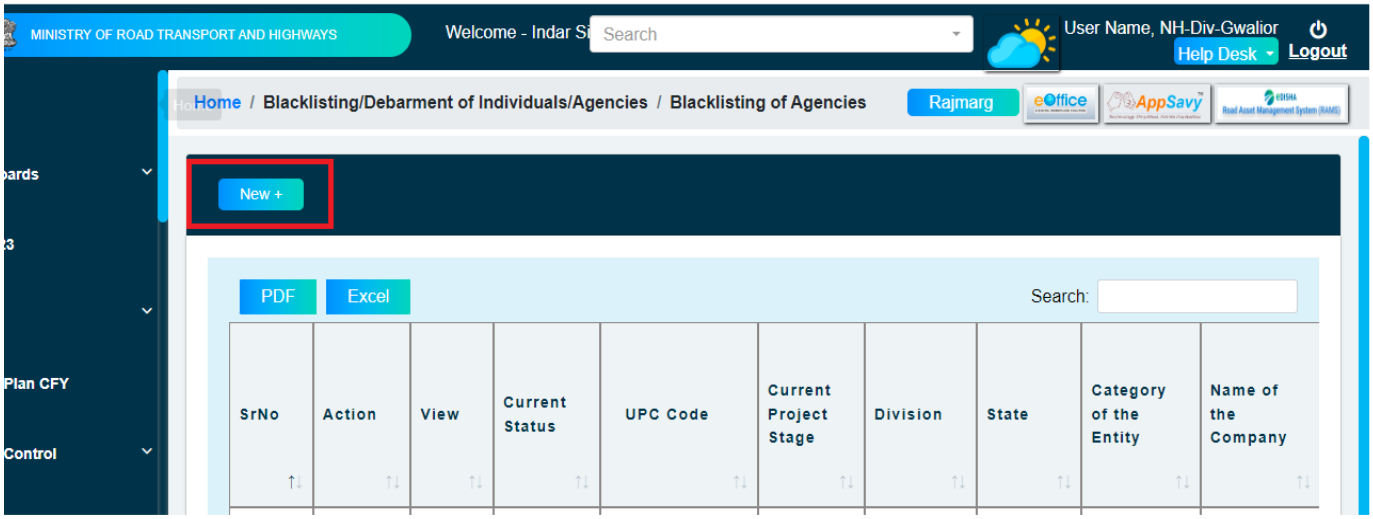
1)

Fully Integrated Enterprise – wide Transaction Base Single Digital Platform

Workflow For Blacklisting of Agency

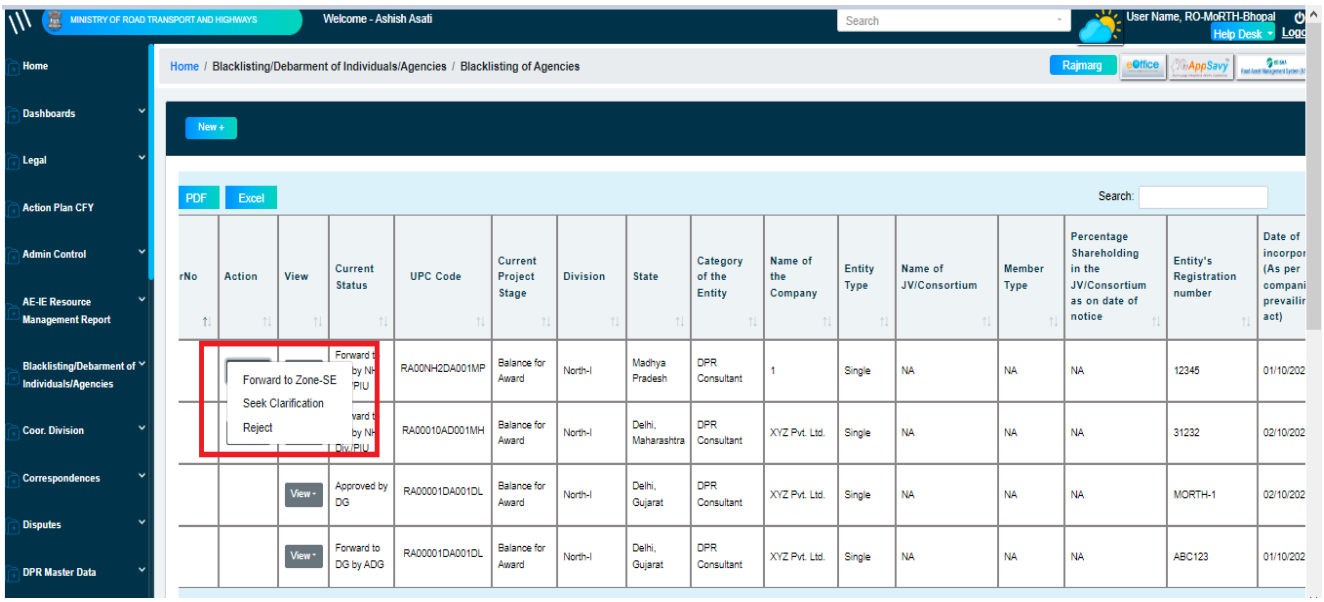


2) i) The NH Div/RO can initiate the process of blacklisting an agency. The following screen will appear, where they can click the 'New' button to enter the required values.



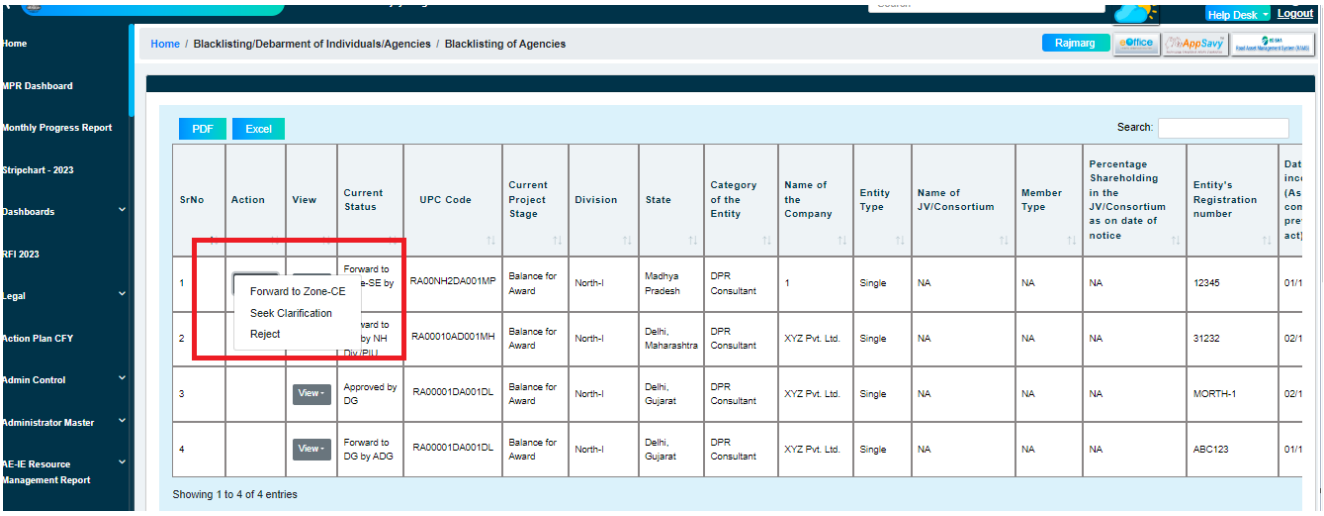
ii) If the NH Division starts the process, it will be forwarded to the concerned RO login, and the following screen will be displayed.
Where The RO can forward the entry to the Zonal SE, reject it, or seek clarification on the entry.

Upon clicking any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.



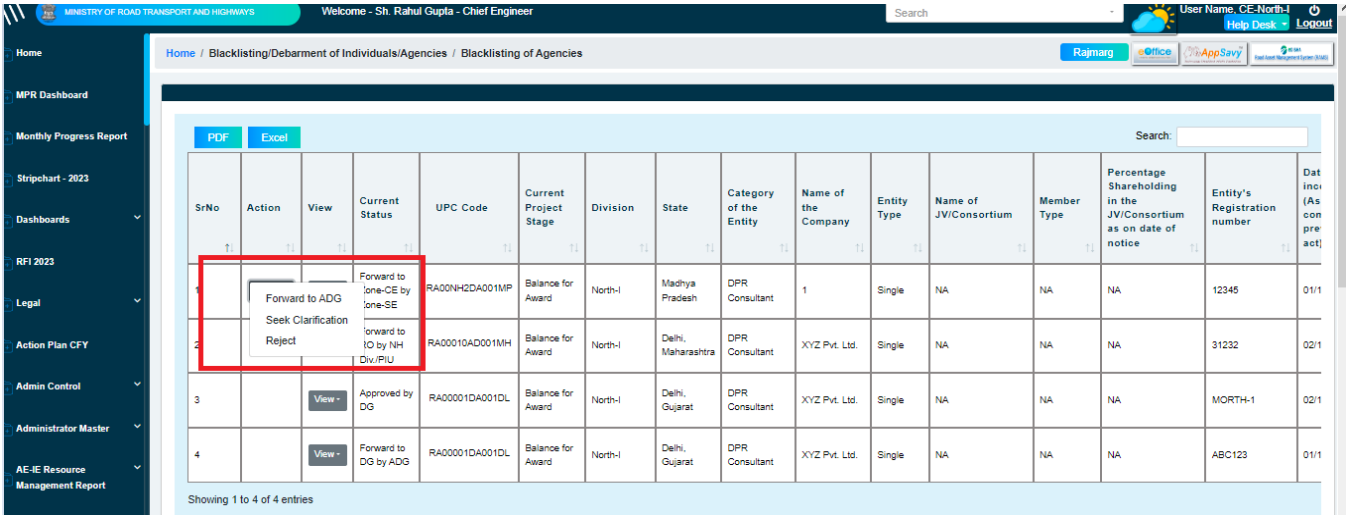
3)After forwarded to the concerned Zonal SE login, the following screen will be displayed. The Zonal SE can forward the entry to the Zonal CE, reject it, or request clarification.

On selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.



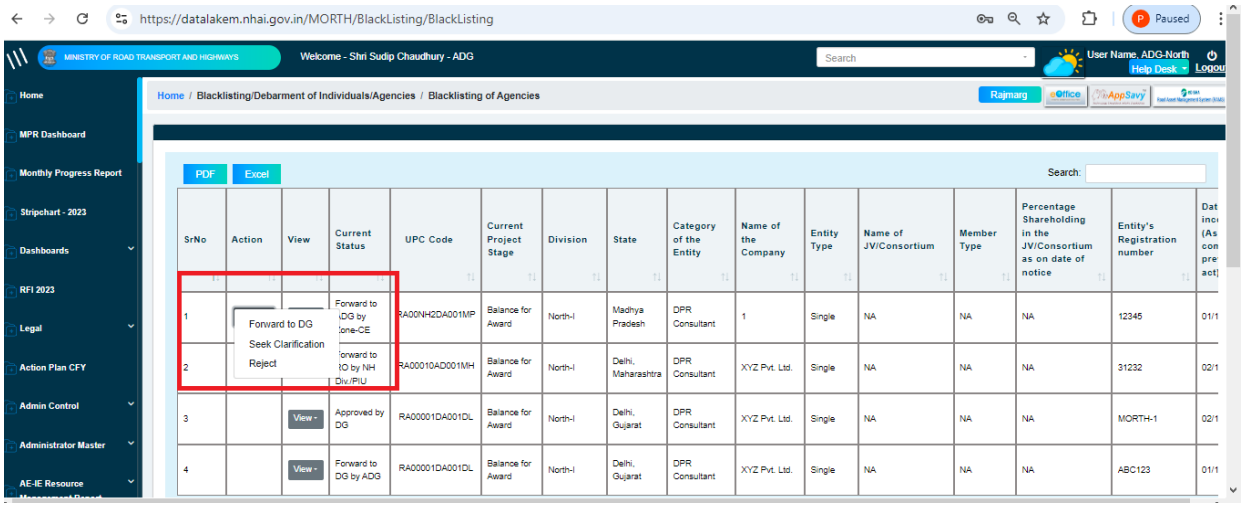
4) **After forwarded to the concerned Zonal CE login, the following screen will be displayed**. The Zonal CE can forward the entry to the Concern ADG, reject it, or request clarification.

On selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.



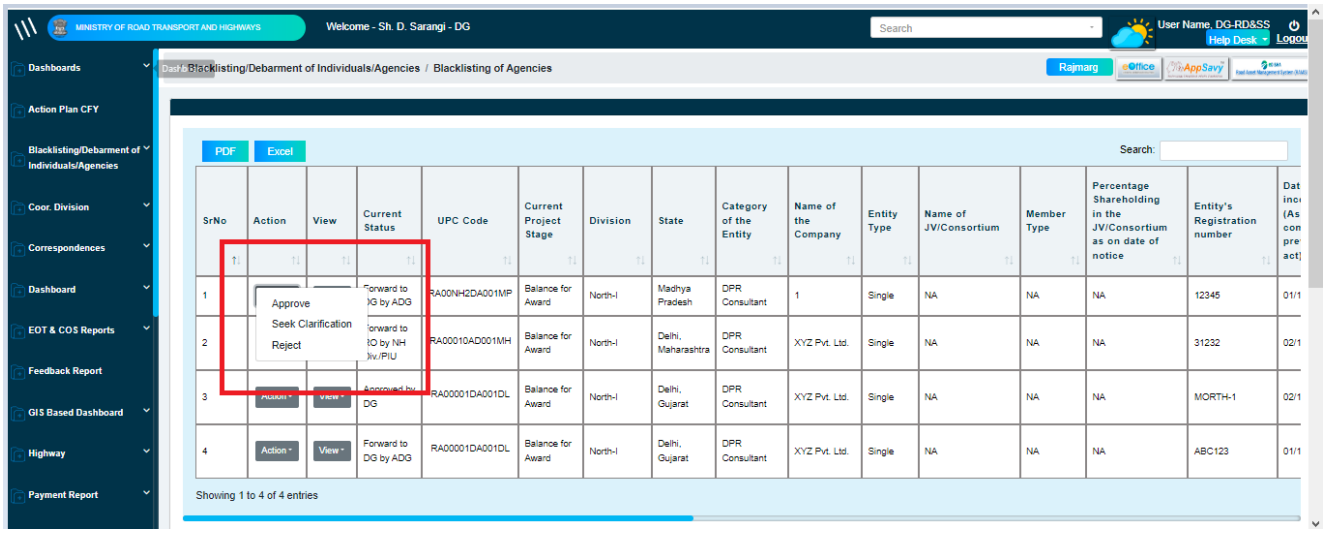
5) **After forwarded to the concerned ADG, the following screen will be displayed**. The **ADG** can forward the entry to the Concern DG, reject it, or request clarification.

On selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

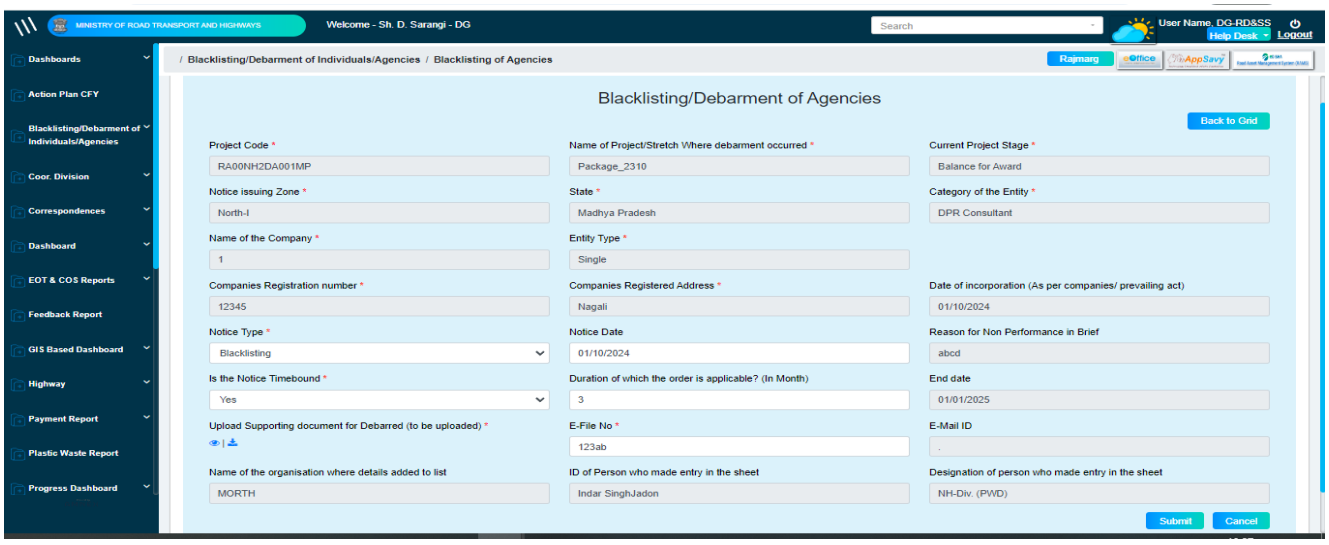


6) **After the entry is forwarded to the concerned DG, the following screen will be displayed.** The DG can approve the entry, reject it, or seek clarification.

Upon selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

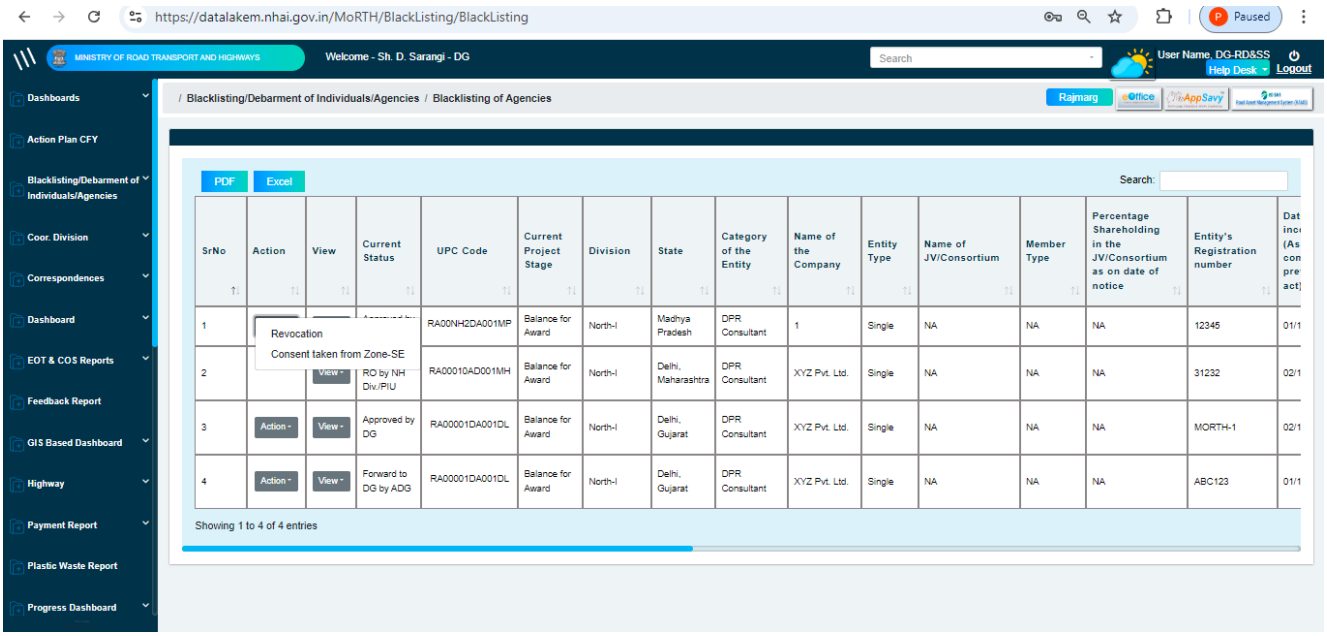
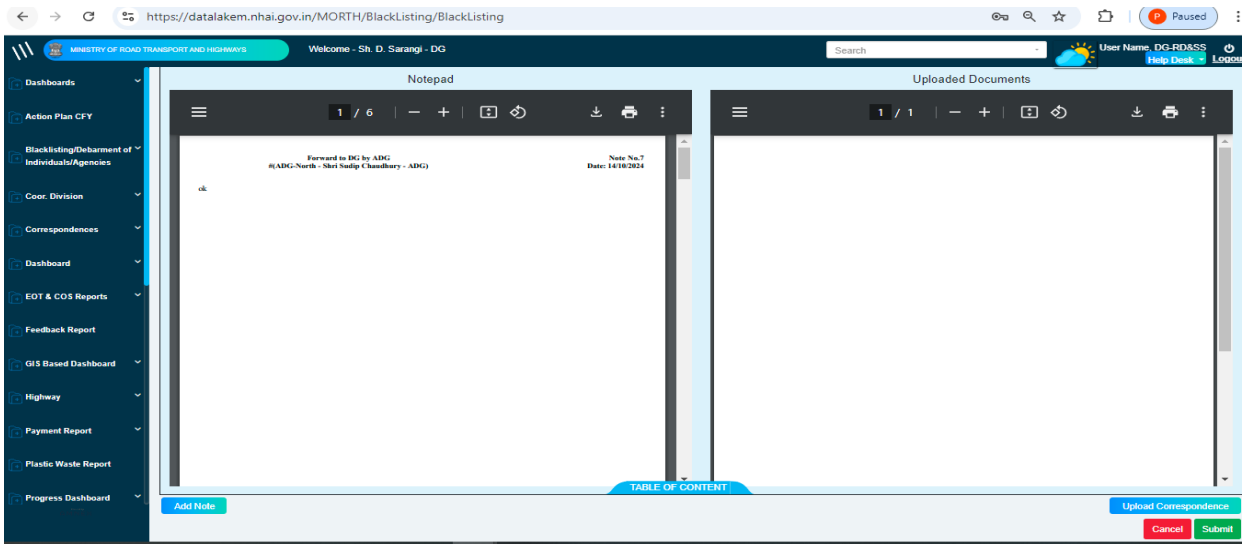


After clicking the approve button, the following screen will appear.



After submission, the DG will have the option to revoke the blacklisting or obtain consent from the Zonal SE, the following screen will be displayed.

Upon selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.



7) **Annexure 1**