

Sakala New Service Inclusion Details Document

New Service Inclusion Details

Department Name:
Service Name:

5. Service Type (Public/Personal):

6. Paid Service (Yes/No):

3. HOD Details:		
Name		
Mobile		
email		
4. State N	lodal Officers Details:	
Name		
Mobile		
email		
Name		
Mobile		
email		
Name		
Mobile		
email		

7. <u>Service Procedure</u>

Service Procedure Details			
Service Name			
Sub-Service Name			
Whom to approach for this service (Designated Officer)?			
Procedure involved to get this service			
Form to be submitted to get this service			
Who are eligible to get this service			
Documents to be enclosed with the request			
Fee/Charges to be paid to get the service			
Maximum number of days to wait to get this service delivered			
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer			
Maximum number of days to wait to get the decision of the Competent Officer			
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?			
Maximum no. of days to wait to get the decision			
of Appellate Authority			
Other information			
Website (if online)			
Reference Document			

8. Work Flow:

Work Flow Details				
Step	Description	No. Of Days	Designation	

Note: Department Should provide the details in both Kannada and English