

Manual for Competent officers to generate Show cause notices in Sakala Portal

SAKALA MISSION

1. Open Internet explorer/Chrome and type in www.sakala.kar.nic.in/officer (officer portal) in the address toolbar.

The screenshot shows a web browser window with the address bar displaying 'sakala.kar.nic.in/officer/'. The page has a purple header with the Karnataka Government logo and text in Kannada and English: 'ಕರ್ನಾಟಕ ಸರ್ಕಾರ' and 'Karnataka Sakala Services Act, 2011 and (Amendment) Act, 2014'. Below the header is a login form titled 'Login(Ver.1.0. Rel.04.06.05)'. The form contains fields for 'User Name' and 'Password', and buttons for 'Login' and 'Exit'. A link below the form reads: 'BBMP AROs please login here for processing khata transfer Applications Submitted Online/Banglore One'.

2. Type in your (Competent officer) Sakala login id and password and log into the officer portal. (Screen shot shows the nodal login of food department. Please use your own login id)

This screenshot is identical to the one above, but the login form is filled out. The 'User Name' field contains 'id_nodal' and the 'Password' field contains a series of dots. The 'Login' and 'Exit' buttons are still visible below the fields.

3. Select Generate Bulk SCN under Appeal I menu.

www.sakala.kar.nic.in/officer/UserAdmin/MainMenu.aspx

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕರ್ನಾಟಕ ಸಕಾಲ ಸೇವೆಗಳ ಅಧಿನಿಯಮ, 2011 ಮತ್ತು (ತಿದ್ದುಪಡಿ) ಅಧಿನಿಯಮ, 2014
Karnataka Sakala Services Act, 2011 and (Amendment) Act, 2014

bbmp_jcbom
Main Menu
Sign Out

click on Generate Bulk SCN link

Appeals(I)
New Appeal
Calculation Of CC
Payment Of CC
Generate SCN
Enter Order
Form-D
Recovery Of CC
Generate Bulk SCN
Upload Justification

MIS Report
Others

1. Please update the 'office details'(office name in kannada,phone number,fax,email) using the option 'Update Office Details' in 'others'
2. Please enter mobile number of senior officers of your office in the option 'Others' --> 'Update Mobile No for SMS Alerts' to get the SMS alerts
3. Please change the password of your username and dont share with anybody

[Users Manual](#) [ಬಳಕೆದಾರರ ಕೈಪಿಡಿ](#) [Sakala Training PPT](#)

www.sakala.kar.nic.in/officer/FAP/GenerateSCN.aspx

4. Select Year and Month to generate Show cause notice for designated officers who have delayed/defaulted 7 or more cases in a particular calendar month.

Generate SCN Page
KGSC Reports

www.sakala.kar.nic.in/officer/FAP/GenerateSCN.aspx

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕರ್ನಾಟಕ ಸಕಾಲ ಸೇವೆಗಳ ಅಧಿನಿಯಮ, 2011 ಮತ್ತು (ತಿದ್ದುಪಡಿ) ಅಧಿನಿಯಮ, 2014
Karnataka Sakala Services Act, 2011 and (Amendment) Act, 2014

Note: Please ensure that special characters and words (TRUNCATE , DATABASE , TABLE , COLUMN , SELECT , DROP , UPDATE , GRANT , INSERT , DELETE , ; , : , -- , ' , XP , = , < , > , ~ , \$, % , + , \ , [,] , { , } , ' , ! , ^ , ? , * , | , # , & , /) are not entered. If you enter system gives error message as <--check

bbmp_jcbom
Main Menu
Sign Out

Generate Show Cause Notice -7 or More Defaulting Offices

Year Select Year
2018
2017
2016
2015
2014
2013
2012

Month Select Month

Back

Select Month and Year to Generate Show cause Notice

5. List of designated offices under a competent officer is listed out and count of delays/defaults in a calendar month is displayed. Click on Generate show cause notice.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕರ್ನಾಟಕ ಸಕಾಲ ಸೇವೆಗಳ ಅಧಿನಿಯಮ, 2011 ಮತ್ತು (ತಿದ್ದುಪಡಿ) ಅಧಿನಿಯಮ, 2014
Karnataka Sakala Services Act, 2011 and (Amendment) Act, 2014

Note: Please ensure that special characters and words (TRUNCATE, DATABASE, TABLE, COLUMN, SELECT, DROP, UPDATE, GRANT, INSERT, DELETE, ;, :, --, ', XP, =, <, >, ~, \$, %, +, \, [,], {, }, !, ^, ?, *, *, #, &, /) are not entered. If you enter system gives error message as <--check

bbmp_jcbom ವಲಯ ಅಪರ/ಜಂಟಿ ಆಯುಕ್ತರು - ಬೊಮ್ಮನಹಳ್ಳಿ ವಲಯ

Main Menu Sign Out

Generate Show Cause Notice -7 or More Defaulting Offices

Year 2017 Month Dec

View Back

SINo	Name of Office	No. of Delay and Defaults in Calender Month
1	ARO - Bommanahalli	8
2	ARO - Yelachenahalli	35
3	ARO - Uttarahalli	96

Generate SHOW CAUSE Notice

Click on Generate Show Cause Notice Button to Generate Notices to Designated Offices

6. Show casue notice is generated for the designated offices listed in the previous step. Please print the notices and sign them. Serve the signed notices to the respective erring designated offices.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕರ್ನಾಟಕ ಸಕಾಲ ಸೇವೆಗಳ ಅಧಿನಿಯಮ, 2011 ಮತ್ತು (ತಿದ್ದುಪಡಿ) ಅಧಿನಿಯಮ, 2014
Karnataka Sakala Services Act, 2011 and (Amendment) Act, 2014

Note: Please ensure that special characters and words (TRUNCATE, DATABASE, TABLE, COLUMN, SELECT, DROP, UPDATE, GRANT, INSERT, DELETE, ;, :, --, ', XP, =, <, >, ~, \$, %, +, \, [,], {, }, !, ^, ?, *, *, #, &, /) are not entered. If you enter system gives error message as <--check

bbmp_jcbom ವಲಯ ಅಪರ/ಜಂಟಿ ಆಯುಕ್ತರು - ಬೊಮ್ಮನಹಳ್ಳಿ ವಲಯ

Main Menu Sign Out

1 of 2 Find | Next

ಮೊದಲಿನಿಂದ

ಸಾರಿಗೆ
ARO - Bommanahalli ,
1st Floor, BBMP, Begur Road, Bommanahalli,
Bangalore-68,
BBMP BANGALORE

Show Cause Notice Generated from Competent Officer to Designated Officer

ನಮೂನೆ ಸಂ-1ರಲ್ಲಿ ವಿವರಿಸಿದಂತೆ, ನಿಮ್ಮ ಕರ್ತವ್ಯಕ್ಕೆ ಸೇರಿರುವ ಸೇವೆಗಳ ಅಧಿನಿಯಮ 2011 ರಡಿಲ್ಲಿ ಸಲ್ಲಿಸಿದ ಅರ್ಜಿಗಳ ಪೈಕಿ 8 ಸಂಖ್ಯೆ ಪ್ರಕರಣಗಳಲ್ಲಿ ನಾಗರಿಕರು ಕೇಳಿರುವ ಸೇವೆಯನ್ನು ಸಕಾಲಕ್ಕೆ ಒದಗಿಸಲು ವಿಫಲರಾಗಿರುತ್ತಿರುವುದು ಗಮನಿಸಲಾಗಿದೆ. ಆದುದರಿಂದ ಈ ವಿಫಲತೆಗೆ ಕಾರಣ ಎನು ಹಾಗೂ ಇನ್ನು ಮುಂದೆ ಹೀಗೆ ಆಗದಂತೆ ತೆಗೆದುಕೊಂಡ ಕ್ರಮ ಎನು? ಈ ಬಗ್ಗೆ 7 ದಿನಗಳಲ್ಲಿ ನಿಮ್ಮ ವಿವರವನ್ನು ಸಲ್ಲಿಸಲು ಕೋರಿದೆ. ಕಕ್ಷೆಯಲ್ಲಿ ನಿಮ್ಮ ಮೇಲೆ ತೆಗೆಸಿದ ಕ್ರಮ ಜರುಗಿಸಲಾಗುವುದು.

ಇವು ಅಧಿಕಾರಿಯು ಬಳಸಬೇಕಾದ

MUNIRAJU IT Solution By National Informatics Centre, Bangalore ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

7. Once the erring desingated officer provides a justification for the notice served in the previous step, please repeat step 1 to 2. Then click on Upload Justification.

www.sakala.kar.nic.in/officer/FAP/UploadSCN.aspx

8. Select Year and Month to upload the justification provided by Designated officer who have delayed/defaulted 7 or more cases.

www.sakala.kar.nic.in/officer/FAP/UploadSCN.aspx

Based on the justification provided by designated officer, Competent officer has to make a final order, as to whether the justification provided by designated officer is acceptable or not. Click "Choose file" under Final order by CO to upload the final order against the respective designated officer.

Generate SCN Page x FormE4 x KGSC Reports x

Abhish

Not secure | www.sakala.kar.nic.in/officer/FAP/UploadSCN.aspx

Apps KGSC Reports Bhoomi Aisk Sakala Dashboard Katha Report Espandana Officer Grievance Management

Note: Please ensure that special characters and words (TRUNCATE, DATABASE, TABLE, COLUMN, SELECT, DROP, UPDATE, GRANT, INSERT, DELETE, ;, --, ', XP, =, <, >, ~, \$, %, +, \, [,], {, }, `!, ^, ?, *, /, #, &, /) are not entered. If you enter system gives error message as <--check

bbmp_jcbom ವಲಯ ಅಪರ/ಜಂಟಿ ಅಯುಕ್ತರು - ಬೊಮ್ಮನಹಳ್ಳಿ ವಲಯ

Main Menu Sign Out

Upload Show Cause Notice -7 or More Defaulting Offices

Year 2017 Month Dec

View

SINo	Designated Office	Number Of Delay/Defaults(7 or More)	Justification by DO	Final Order By CO	Recommend DE
1	ARO - Bommanahalli	8	Choose File No file chosen	Choose File No file chosen	Yes No
2	ARO - Yelachenahalli	35	Choose File No file chosen	Choose File No file chosen	Yes No
3	ARO - Uttarahalli	96	Choose File No file chosen	Choose File No file chosen	Yes No

Upload Reports

Click on Choose File Button to Upload the Justification copy

Click on Choose File Button to Upload the Order copy by CO and Select Yes If CO recommended for DE

* * * * *