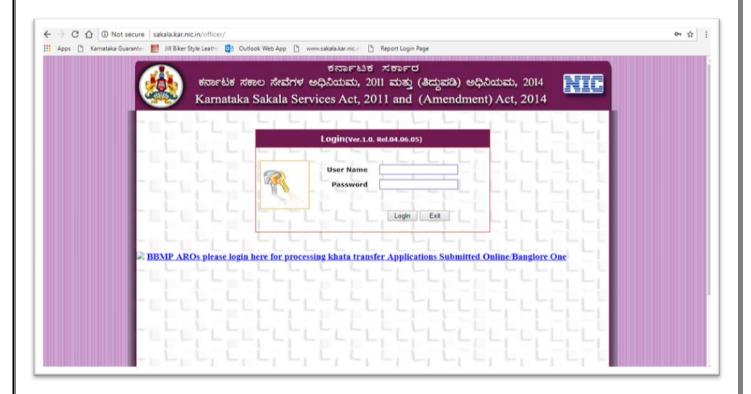
DEPARTMENT OF ADMINISTRATIVE REFORMS (E-Gov), Government of Karnataka

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

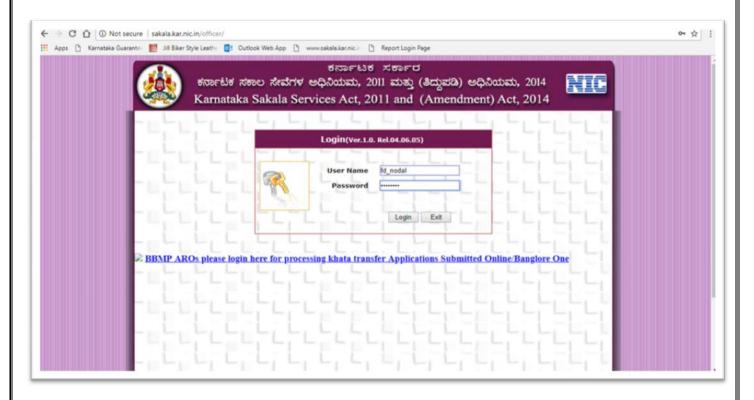
SAKALA MISSION



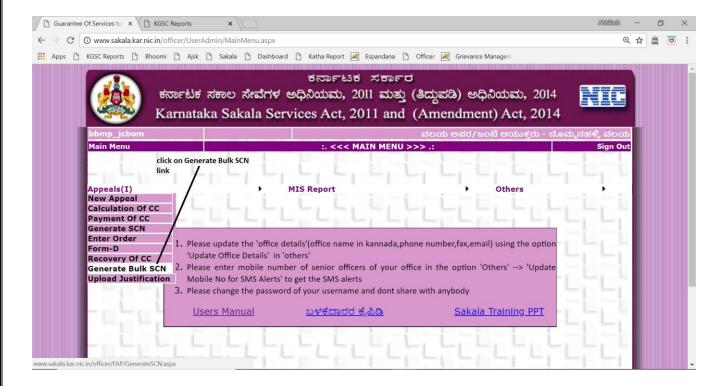
1. Open Internet explorer/Chrome and type in www.sakala.kar.nic.in/officer (officer portal) in the address toolbar.



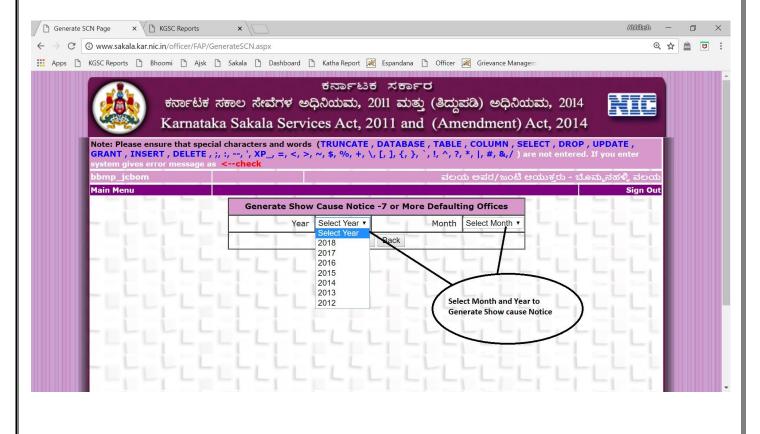
2. Type in your (Competent officer) Sakala login id and password and log into the officer portal. (Screen shot shows the nodal login of food department. Please use your own login id)



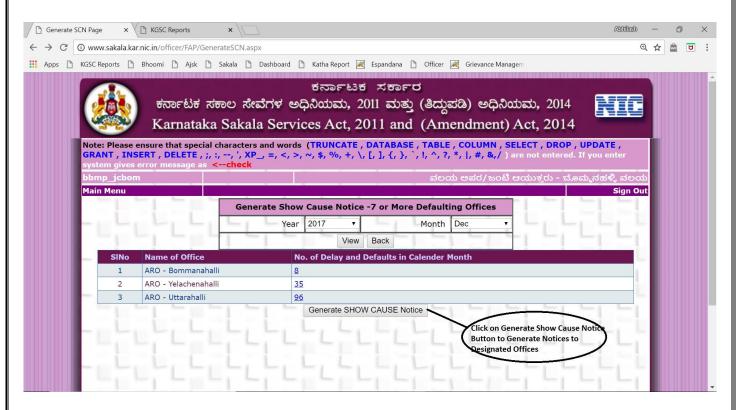
3. Select Generate Bulk SCN under Appeal I menu.



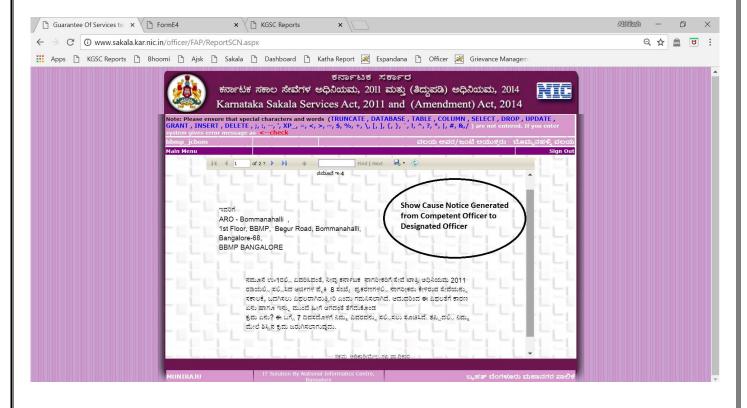
4. Select Year and Month to generate Show cause notice for designated officers who have delayed/defaulted 7 or more cases in a particular calendar month.



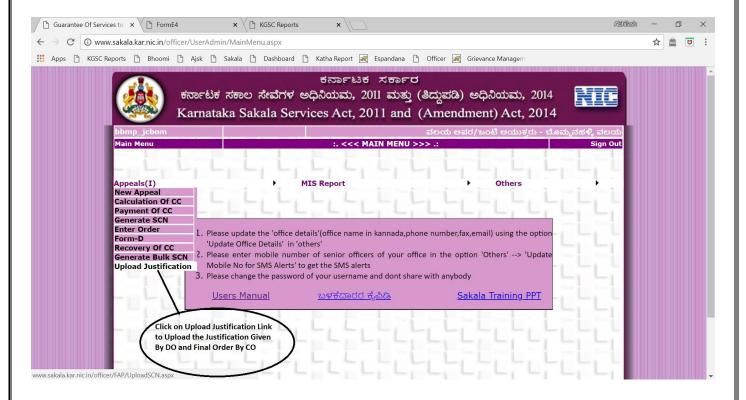
5. List of designated offices under a competent officer is listed out and count of delays/defaults in a calendar month is displayed. Click on Generate show cause notice.



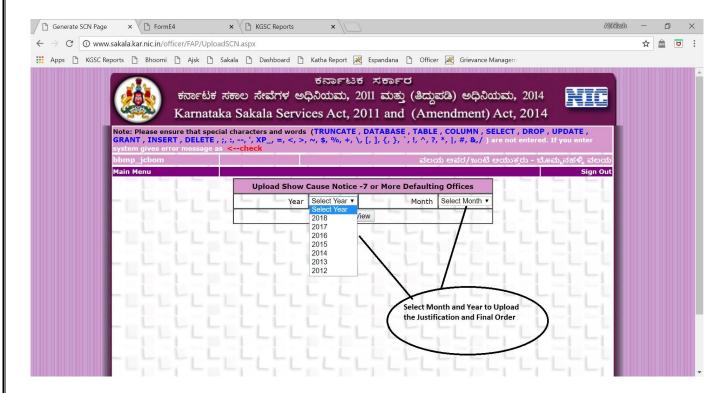
6. Show casue notice is generated for the designated offices listed in the previous step. Please print the notices and sign them. Serve the signed notices to the respective erring designated offices.



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.



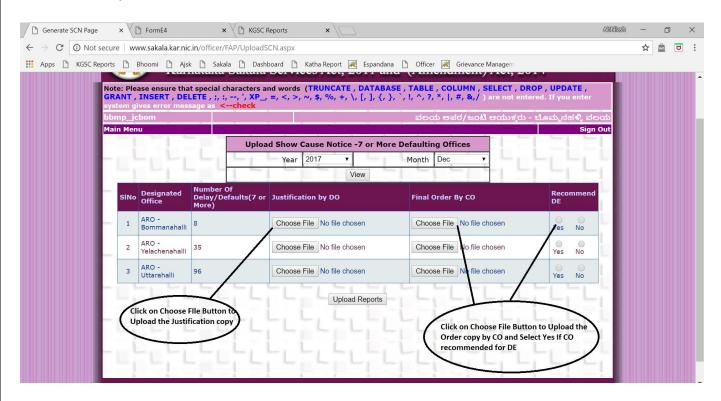
8. Select Year and Month to upload the justification provided by Designated officer who have delayed/defaulted 7 or more cases.



9. Click "Choose file" under Justification by DO to upload the justification of the respective designated officer.

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 agaisnt the respective designated officer.

It is mandatory to choose a radio button [YES/NO], under "Recommend DE".



Clicking "upload reports" wil upload the justification provided by designated officer and the final order made by competent officer.
