STEP-1 **REGISTRATION**

    a) submission of details of information by all users to have a consolidated record at this end.

STEP-2 **ST -1 APPLICATION**

punching of OA application : in 3 category contigency,
a) day -ahead, advance
b) to be filled up by applicant along with documents.
c) submitted by the applicant for approval

STEP -3 **ST-2 APPROVAL**

a) SLDC to view the applications pending for approval
b) Approved if found satisfactory
c) Sends back to applicant in case of deficiency.
   in case of no response from the appicant within time
d) frame, it may be treated as Rejected.

STEP-4 **PAYMENT OF CHARGES**

which would include DPS charges in case of payment
a) after due date

faciliation of payment of charges through gateway (
b) online mode)

STEP-5 **REPORT**

Approved transaction along with details may be
a) viewed by the applicant.