E-Seva Vivad Portal – SOP for Board Officers

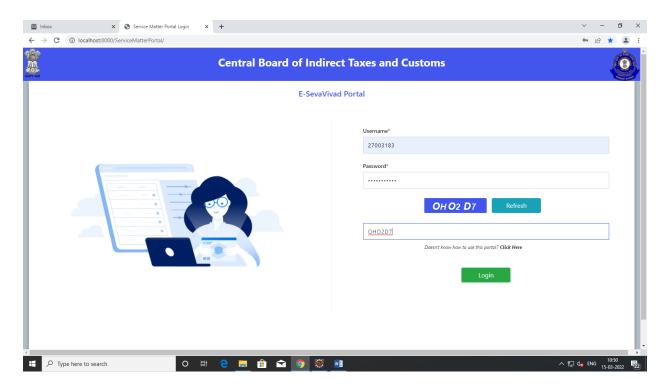
Dated: 15/03/2022

E-Seva Vivad Portal is a web-based application meant for granting visibility to CAT/Court cases on service-related matters filed by different officers of field formations and for granting appropriate approval of Board on such matters. In this regard, web platform has been designed through which the designated officers of field formations will be able to upload the required documents in the prescribed format and concerned officer of Board will upload required approval. This will curtail sending the physical copy of document by post or special messenger to Board office.

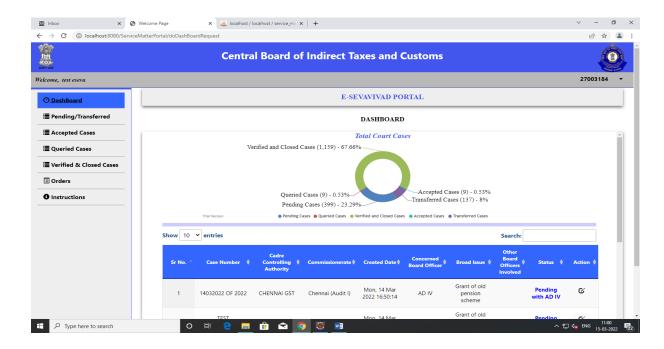
Field officer of the level of Asst Commissioner/ Deputy Commissioner/Joint Commissioner/Additional commissioner, appointed as nodal officer will be uploading the details and documents of the CAT/ court cases in the web portal. Under Secretaries of Admin wing of Board office will verify the uploaded case and will provide feedback / response through the portal. It will also trigger SMS to the Nodal officer.

Steps for Board Officer to view a case:

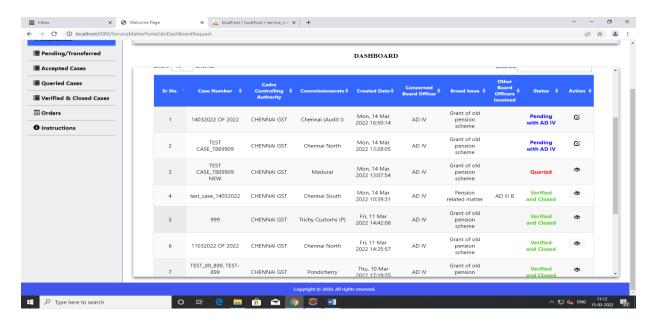
1. Visit the portal at https://e-sevavivad.cbic.gov.in/ where you have to enter the SSOID and Password to login. Make sure to enter correct captcha for login. (Refer the image given below).



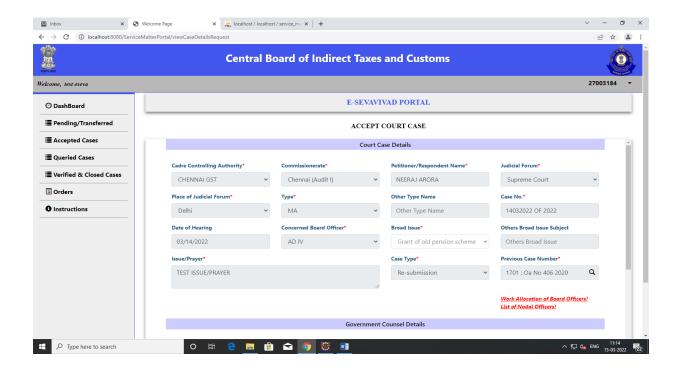
 After successful login, a dashboard will be visible on the screen where total count for all the Pending cases, Queried cases, Verified & Closed cases, Accepted cases and Transferred cases will be shown in a doughnut chart. On the left side of the screen there is an option to see all the "Pending/Transferred Court Cases", "Accepted Cases", "Queried Cases" and "Verified and Closed Cases".



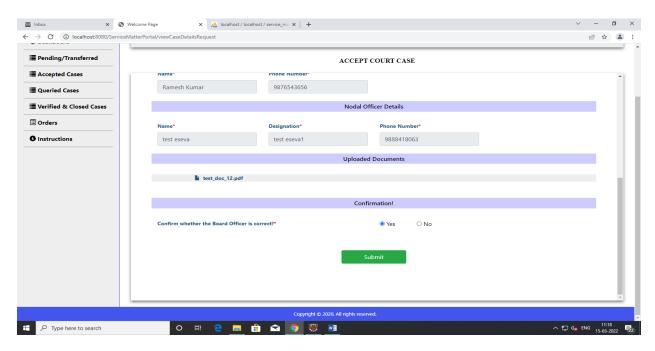
3. When you scroll the Dashboard page, you will see the list of all the cases. You can view the case by clicking on the Action button for the specific case (Button on the right side of the table).



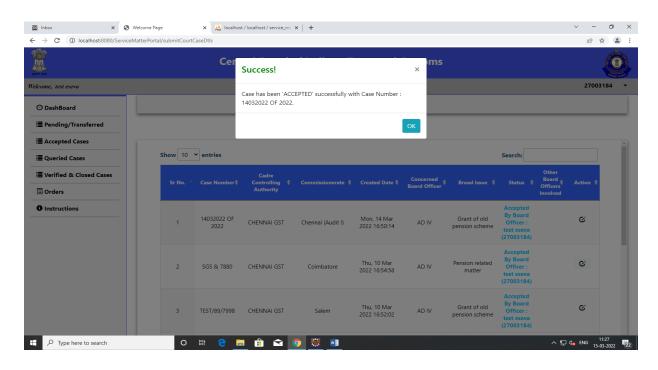
4. After clicking on Action button for any case, you will see the screen like the one below. Here, all the details will be displayed that were entered by the Nodal Officer.

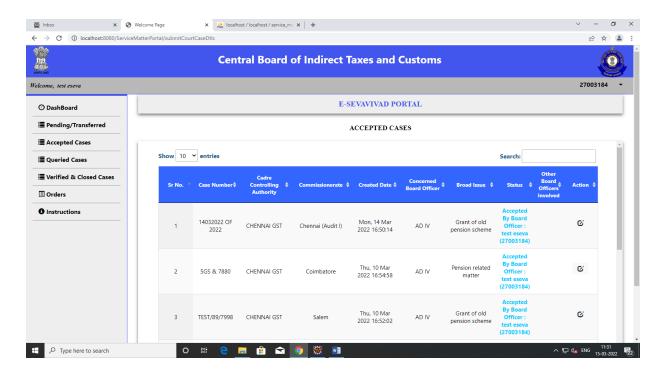


- 5. When you scroll down the page, you will see the "Confirmation" section (first level of confirmation). This confirmation section contains two radio buttons 'Yes' and 'No'. If you select:
 - a. Yes: It means you are confirming that this case belongs to your office.

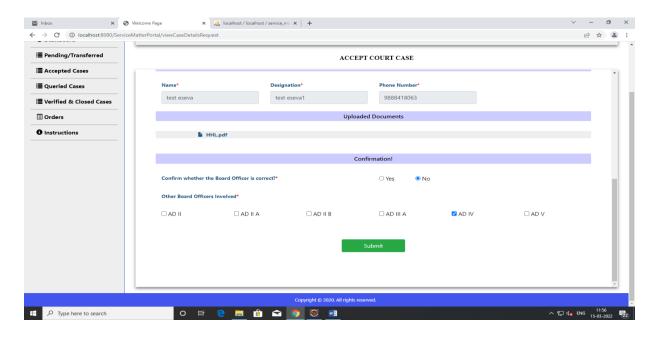


When you click on Submit after selecting 'Yes' then the success message will be generated showing that "Case has been 'ACCEPTED' successfully with Case Number :<Case Number>" and the status for the court case will change to "Accepted by Board Officer: <Name of the officer>(<SSOID>)." SMS will be triggered to the nodal officer mentioning that the case has been accepted.

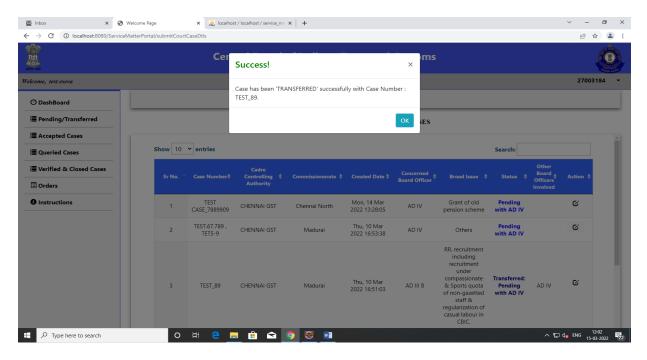


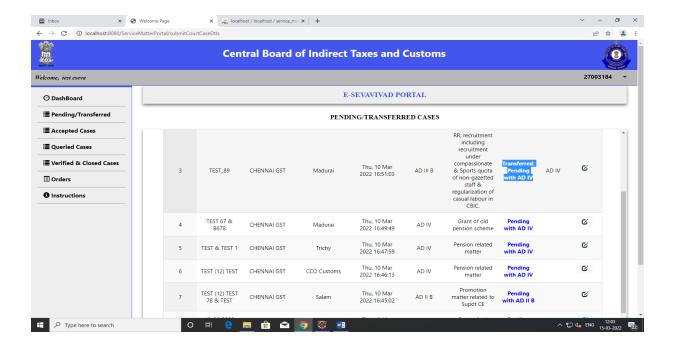


b. **No**: It means you are confirming that this case doesn't belongs to your office. You can specify other Board Officers by clicking on "No" button, then select the appropriate officer. You can select multiple board officers.

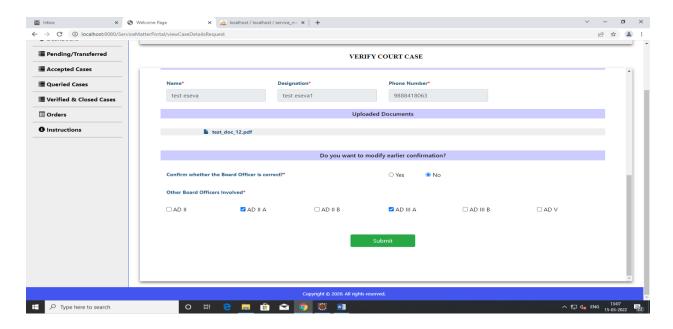


When you click on Submit after selecting 'No' then the success message will be generated showing that "Case has been TRANSFERRED" successfully with Case Number :<Case Number>" and the status for the court case will change to "Transferred: Pending with <Other concerned board officers>". SMS will be triggered to the nodal officer as well as the other concerned board officers mentioning that the case has been transferred.

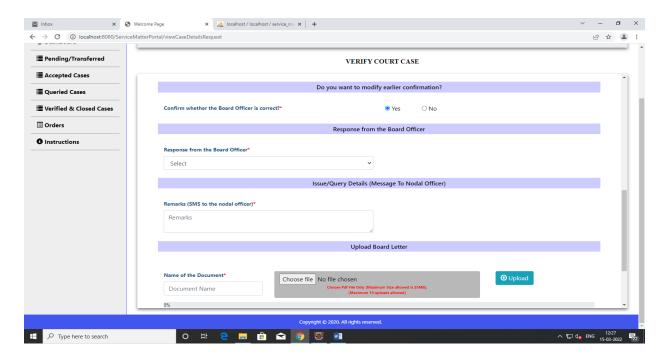




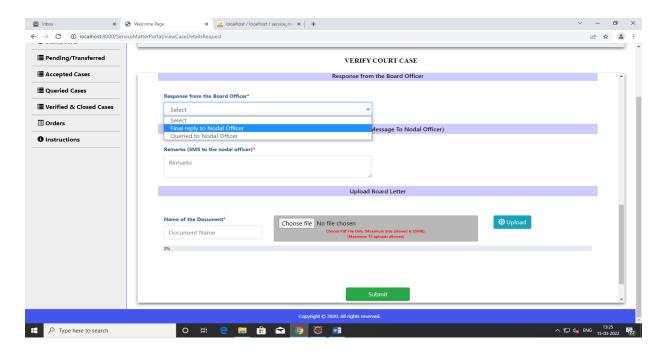
- 6. After the first level of confirmation, If the case is an accepted case then it will move for the second level of confirmation by the board officer where he/she will be able to see the sections mentioned below.
 - a. **Do you want to modify earlier confirmation?** In this section officer will again confirm about the case whether it belongs to his/her office or not? If he selects 'No' then he has to select the other board officers involved and the status of the case will again change to the "Transferred: Pending with <Other concerned board officers>". SMS will be triggered to the nodal officer as well as the other concerned board officers



'Yes' - If he selects 'Yes', the following section will be visible as shown in the image below.

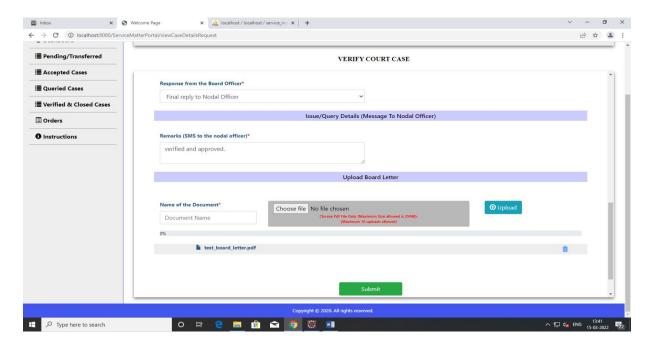


b. **Response from the Board officer?** – The dropdown will be there containing two values.

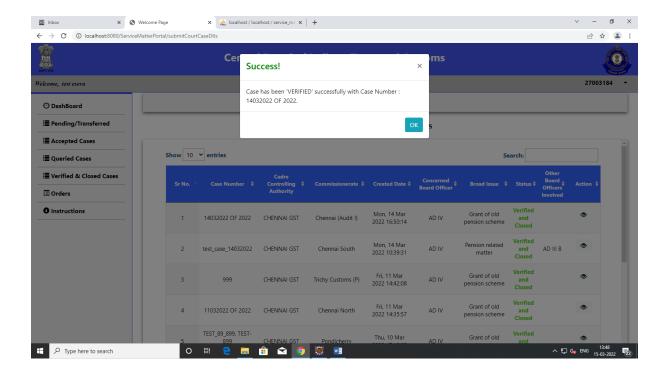


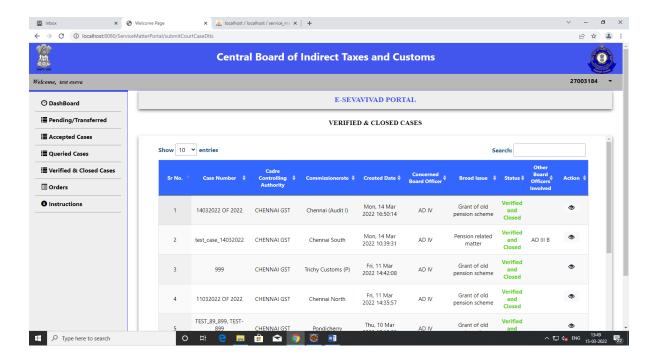
• Final Reply to Nodal Officer: It means that the board officer wants to give final decision with respect to a particular case. Then, you can add message for Nodal Officer in the

"Remarks (SMS to the Nodal Officer)" tab and can upload case related files in the Upload Board Letter section. Both sections are mandatory.

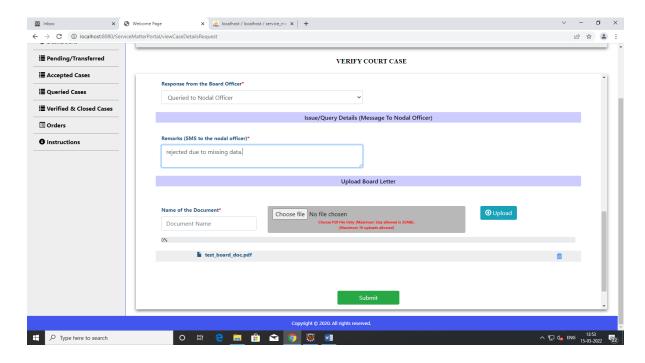


When you click on Submit then the success message will be generated showing that "Case has been VERIFIED" successfully with Case Number :< Case Number>" and the status for the court case will change to "Verified & Closed". SMS will be triggered to the nodal officer mentioning that the case has been verified.

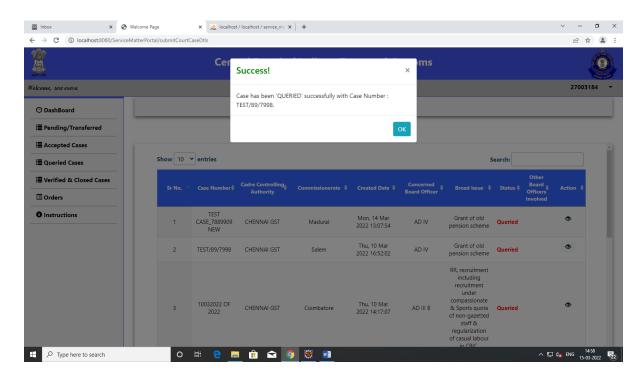


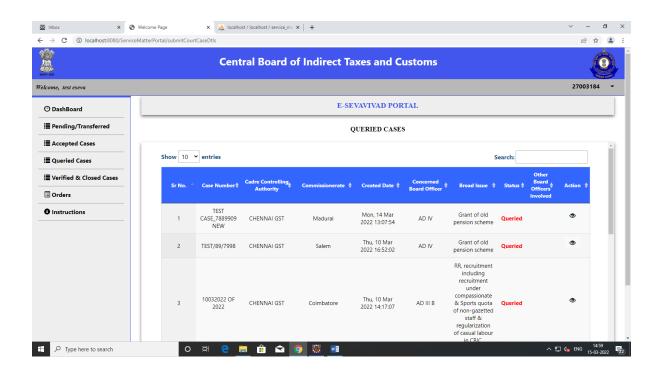


• Queried to Nodal Officer: It means that the board officer wants to query the court case. Then, you can add message for Nodal Officer in the "Remarks (SMS to the Nodal Officer)" tab and can upload case related files in the Upload Board Letter section. Both sections are mandatory.

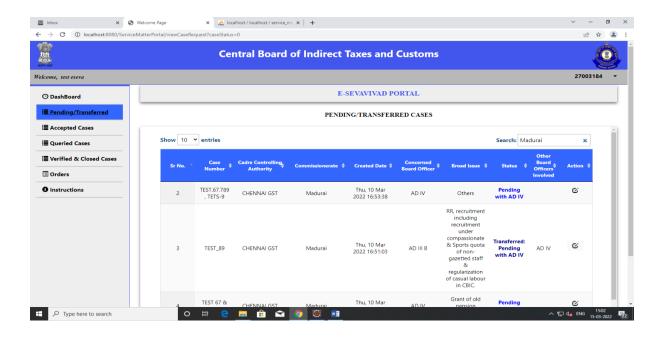


When you click on Submit then the success message will be generated showing that "Case has been QUERIED" successfully with Case Number :<Case Number>" and the status for the court case will change to "Queried". SMS will be triggered to the nodal officer mentioning that the case has been queried.

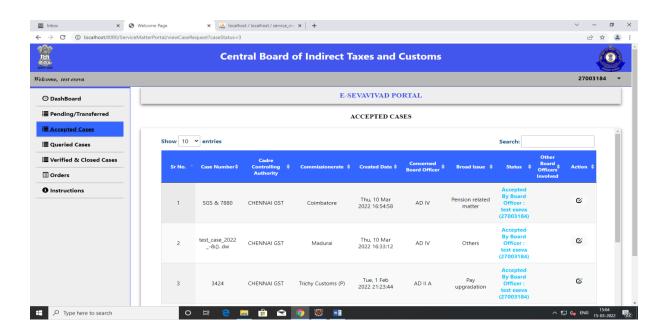




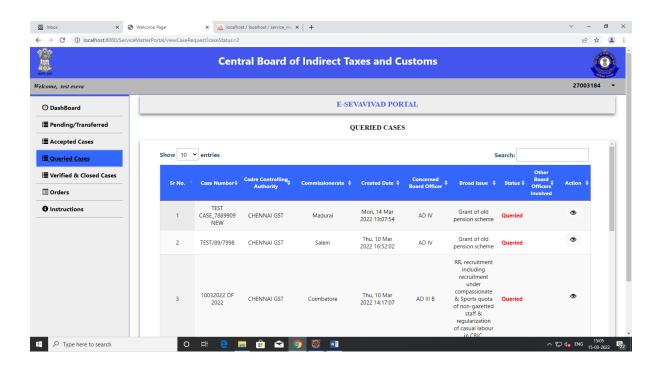
7. To view all the pending/transferred cases, click on the left most link "**Pending/Transferred**" to get the following screen. Here, you can sort the cases on clicking on the arrow key for any column. Also, you can search the case by keywords like for example, to view cases related to Madurai, write Madurai in the search option and all the cases with Madurai Keyword will appear.



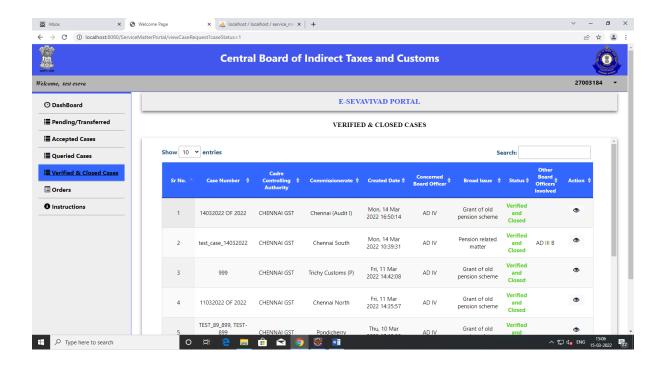
8. To view all the accepted cases, click on the left most link "Accepted Cases" to get the following screen.



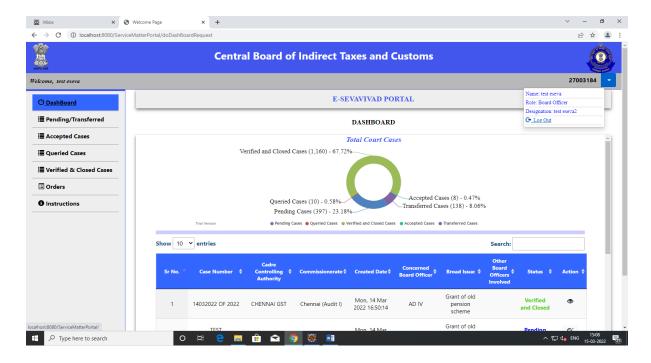
9. To view all the queried cases, click on the left most link "Queried Cases" to get the following screen.



10. To view all the verified & closed cases, click on the left most link "Verified & Closed Cases" to get the following screen.



11. To logout from the portal, click on the inverted triangle on the upper right corner of the screen (next to your SSOID) and click on the Logout button.



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