

Standard Operating Procedures

Online Single Window System (OSWS) Portal www.osws.delhi.gov.in

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Version 1.0



Government of
National Capital Territory of India

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E-portal developed by:



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1. ABBREVIATIONS

Abbreviation	Description
OSWS	Online Single Window System
IFMS	Integrated Financial Management System
API	Associated Programming Index
NIC	National Informatics Centre
MIS	Management Information System

2. Online Single Window System Overview

The Government of National Capital Territory of Delhi has developed an Online Single Window System Portal (OSWS) with the co-ordination of NIC and IT Department for expeditious processing of fee bills of empanelled counsels of GNCT of Delhi. The said portal has been developed in compliance of the directions of Hon'ble High Court of Delhi in the matter of Anjana Gosain Vs GNCT of Delhi, WP(C) 2506/2019 and in the matter of Piyush Gupta Vs GNCT of Delhi, WP(C) 5373/2020.

The need for the development of the said portal arose as it has been observed through various reports, that a number of fee bills of Government Counsels take more than usual time to process and are pending in various departments of the government for a long time. Thus, to ease the filing of bills on the part of the Government Counsels and to curtail the unnecessary delay on the part of officials in finalising the bill, the portal has been developed. The professional fee bills of Government Counsels shall be governed by the guidelines issued by this

department from time to time, which are also available on the website of Law Department. After rolling out of the aforesaid portal, it shall be ensured that manual/physical fee bills of empanelled Government Counsels are not accepted in any department of GNCT of Delhi.

3. Objective

OSWS portal has been developed for seamless & hassle free processing of fee bills of Government Counsels in a time bound manner and to prevent unnecessary delay and litigation related to the payments of fees of empanelled Government Counsel

4. Purpose of the Document (SOPs).

This document defines roles and responsibility of all users of the portal with respect to filing and clearance of fee bills of empanelled counsels of Government of NCT of Delhi.

3. Role of Different Departments:-

(a) Role of Law Department : The Law Department shall monitor the creation of this portal and shall also monitor its functioning. The department shall also oversee that the fee bills of the Government Counsels are processed without any unnecessary delay. Law Department will also monitor the status of submitted fee bills of Government Counsels.

(b) Role of Government Standing Counsel : The empanelled government counsels shall be authorised to open their account on the website and to create a USER ID and password for logging on the website. After their registration on the portal, they shall be authorised to submit their bills for

payment. They shall also be able to track the status of their bills on the website.

(c) Role of Nodal Officer of Department : Nodal officer of each department has to generate department users and then to assign their roles on the aforesaid Portal. The Nodal Officer has to login through a USER-ID & Password (the default password is Csc@1234). After login on the website the Nodal Officer can create other users of the department on the portal. Role mapping of the user is also created on the portal. Role mapping has been done so as to forward the invoice in a hierarchical manner i.e. central diary will send the file to dealing assistant, who shall after processing, send the same to dealing officer L1 to L2, L2 to L3 and so on. Nodal Officer of Department shall also be authorised to deactivate the USER ID & password of transferred officers.

(d) Steps required to be taken by Government Counsels : The Government Counsels on the website of OSWS (osws.delhi.gov.in) portal will have to update their details in the profile section. They have to login on the website by entering the USER ID generated by the department. The default password is Csc@1234, which can be changed by the counsel on the website itself. The Government Counsels after updating their profiles will be able to update BTF number or against Case No. as per work available in drop box and upload the supporting documents (upto 2MB size). The Counsels can thereafter create a new invoice on the website and generate a bill. They can also check if any query is raised on invoice in the section of bill details. The approved and rejected invoice by the department can be seen in the bill section. The Counsels can also track the processing of their fee bills on the website itself.

(e) Steps required to be taken by concerned Department :

Step-1: On submission of fee bill as e-claim by the Government empanelled Counsel, Central Diary Section shall create a user login. The Nodal Officer shall go to the pending bill section and forward the invoice uploaded by the Government Counsels to the concerned officials / dealing assistant.

Step-2: Concerned Dealing Assistant shall login on the website and check the pending bills under the invoice section to see the bill received by him. He will check the invoice and view the work done details and may in consonance with the applicable rules/guidelines, restrict the amount raised by the Government Counsel. If he finds that the e-claim is in order, he shall forward it to the dealing officer (L1). In case, dealing assistant does not find the e-claim to be in order, then he shall either restrict the amount as per the office memorandum governing the payment of fees or as per fee schedule or return the e-claim with the remark (as available in the drop box) to the counsel concerned for resubmission of the bill after removing the objection. He has to endorse if the bill has no objection / restriction and has to forward the bill to the higher officer. The option available to him are “forwarded for further action”, “approved” & “forward for sanction”, “objection”, “reject”. He has to check if there is any query on the bills returned by the officers to the dealing assistant. The report section will show the Invoice Summary Report through which the Department-wise and Date-wise, Summary Report will be generated showing the Number of Invoice Received, Number of Invoice Pending, Pending for Sanction, Sanction Generated, Total and Rejected.

Step-3: Dealing Officer (L1) will further examine the e-claim as per OM governing the payment of fees or as per fees schedule. If he finds the e-claim to be in order then he will forward it to Dealing Officers (L2 or L3 or L4) as the case may be who shall have to adopt the same procedure prescribed for the dealing assistant. After verifying the bills, these dealing officers shall forward the bills/invoices to Account Functionaries.

Step-4: Account Functionaries will then through the same procedure as aforesaid forward the bill to the Head of the Department of the department concerned, who shall be authorised to accord approval / sanction as per recommendation of Account Functionaries and send it to concerned DDO for generation of sanction and for releasing the payment. In case, he needs some clarifications / rectifications, then same shall be returned to Account Officer with remarks (As available in drop box).

Step-5:- DDO shall issue sanction order and shall sign a printout copy of the sanction order. He can also sign the sanction digitally by a digital certificate allotted to him.

6. The process of e-claim will be monitored by Law Department. However concerned advocate is authorised to track the status of his e-claim. Moreover a provision of notification through red mark is also available at the level of all officers when an e-claim is left unattended for more than 03 days.