

## Generate Stay Orders

Option for generation and approval of Conditional Stay orders (Conditional with installment only, Conditional with deposit and installment) added for Collectorate and Taluk users (Clerk, Deputy Collector/Tahsildhar)

### Collectorate Clerk/ Taluk Clerk:

#### 1) Generate Stay Order

Enter RRC number and update Stay details against the case. On successful updation, the case will be moved to Generated Stay List menu.

#### 2) Generated Stay List

Generated Stay List

Pending RR Stay List Approved RR Stay List

Pending Stay List

10 records per page Search:

Sl. No.	Entry date	RRC	Order No.	Order Date	Initial deposit	Pay by date	No. of instalments	Order Details	Generated order	Apply DSC	Cancel order	Edit
1	27/06/2017	2017/956/01	2017/956 /01/1/DCTVM	27/06/2017	10000	12/07/2017	10		View		Cancel	Edit

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**View:** To view generated stay order.

**Cancel:** To cancel generated order.

**Edit:** To edit details in stay entry. This will regenerate stay order with the edited details.

### Deputy Collector/ Tahsildhar:

#### 1) Apply DSC and Approve Stay

Generated Stay List

Pending RR Stay List Approved RR Stay List

Pending Stay List

10 records per page Search:

Sl. No.	Entry date	RRC	Order No.	Order Date	Initial deposit	Pay by date	No. of instalments	Order Details	Generated order	Apply DSC	Cancel order	Edit
1	27/06/2017	2017/956/01	2017/956 /01/1/DCTVM	27/06/2017	10000	12/07/2017	10		View	DSC Applied	Cancel	

Showing 1 to 1 of 1 entries

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**View:** To view generated stay order.

**Apply DSC:** To digitally sign the generated stay order.

**Cancel:** To cancel generated order (signed or unsigned). This can be done till Approval of the stay.

User has to **Approve and Forward the Stay Order**, after signing the order digitally. Once approved and forwarded, the stay order will be moved to Approved RR Stay List tab. After Approval and Forward, the stay cannot be edited or canceled.