

## MANUAL-3

### Procedure followed in Decision making Process

#### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS HEALTH AND FAMILY WELFARE DEPARTMENT

Sl. No.	Activity	Level of Action	Time
1	Marking of letters received by the Section Officer	Section Officer	Same day
2	Receipt are diarised and distributed to the dealing Assistants	Diarist	Same day
3	(a) Opening of New file (b) Existing file- The letter after due examination is kept in the relevant files. After proper scrutiny and examination, the files are put up with reference to the existing rules regulations executive instructions the case may be	Dealing Assistants	Three days
4	Further examination is made by the section officer with his comments and is submitted to the next immediate authority	Section Officer	
5	Decision making process begins from the level of Branch Officers if the matter is within his competency, as delegated by the Head of the Department	Decision making process begins from the level of Branch Officers if the matter is within his competency, as delegated by the Head of the Department.	
6	If the matter is beyond the jurisdiction of the Branch Officers, then the file is put up to Director, as per the delegation of powers for final orders.	If the matter is beyond the jurisdiction of the Branch Officers, then the file is put up to Director, as per the delegation of power for final orders.	