

MANUAL-4

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Section-4(1)(b)(iii)

FLOW PROCESS CHJART FOR DISPOSAL OF LETTER.

Sl.No.	Activity	To whom concerned	Time frame
1	To receive the letters by the Sr.Diarist and submit to Director	Director	Same day
2	To distribute the letters after perusal of Director to different section officers, Audit superintendent to mark	Section officer/ Superintendent	
3	After marking of SO put a diary mark and handover to dealing asst.	Dealing Asst.	As per record manual.
4	Dealing Asst keep the records in concerned files and put up to the concerned Section officer.	Section officer	As per record manual.
5	Section officer verify the files and pass to the branch officer	Branch officer	As per record manual.
6	Branch officer verify the file and endorse to the Director	Director	As per record manual.
7	Director returns the file with approval to branch officer.	Branch officer	Same day
8	Branch officer return the file with acknowledgement to section officer	Section officer	Same day
9	Section officer acknowledge the file and return to the section.	Dealing Asst.	Same day
10	Dealing Asst pass the decision letter to issue section.	Type section	Same day
11	Issue section type out the same and verify and placed before the authority for signature.	Type section	Same day
12	After signature of the letter the issue section dispatch the letter through postal or inside/outside dak register with acknowledgement	Issue section	Same day
13	Return the draft to the concerned section for keeping it in file.	Concerned section.	Same day.

