

Manual 3

Procedure followed and norms set for discharge of functions [Section 4(1)(b)(iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

S. No.	Activity	Level of action	Time Frame
1	Receive receipts / file and put a Computer Diary Number.	Diarist	1day
2	To sent receipt / file to concerned dealing hand.	Assistant Section Officer	1 day
3	To sent receipt or application to concerned officer.	Section Officer / Under Secretary / Deputy Secretary and etc.	1 days
4	To sent receipt or file to higher authority.	Joint Secretary / Secretary	1 Day