

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Flow Chart

<i>Sl. No.</i>	<i>Activity</i>	<i>Level of Action</i>	<i>Time Frame</i>
1.	<i>Marking of letters received by the Section Officer</i>	<i>Section Officer</i>	<i>Same Day</i>
2.	<i>Receipts are diarized and distributed to the Dealing Assistants</i>	<i>Diarist</i>	<i>Same Day</i>
3.	<i>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 as the case may be.</i>	<i>Dealing Assistant</i>	<i>Three days</i>
4.	<i>Further examination is made by the Section Officers with his comments and is submitted to the next immediate authority.</i>	<i>Section Officer</i>	
5.	<i>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</i>	<i>A.F.A./Under Secretary/Deputy Relief Commissioner/Joint Relief Commissioner</i>	
6.	<i>If the matter is beyond the jurisdiction of the Branch Officers, then the file is put up to Addl. Relief Commissioner /Special Relief Commissioner of the Department as per the delegation of Power for final orders.</i>	<i>Additional Relief Commissioner/Special Relief Commissioner</i>	