

Manual 3

Procedure followed in decision-making process

[Section 4 (1) (b) (iii)]

The dealing assistant initiated the files / cases on any particular problem and submits the same to the section officer concerned with his own suggestion, if any keeping in view the codified provision / rules in vogue. Then the file is to be routed to the next higher authorities viz Dy. Secretary / Under Secretary / AFA-cum-Under Secretary. Wherever situation so warrants, to CRC & Spl Secy. And principal Secy. Considering the gravity of the case and keeping in view the provision contained in the Government Rules of Business. Certain cases may be referred to the Hon'ble Minister for Government approval. In the Government machinery the entire channel is responsible for any fault when detected.

Sl.No.	Activity	Leave of Action	Time Frame
1	Receipt of applications / Letters & put up to the officer concerned in the dak pad	Diarist	On the same day
2	To see & sign the letters in the dakpads & return to Gen. Section for distribution	Officer Concerned	On the same day
3	Distribution of Daily dak (Letters)	General Section	On the same day
4	Marking of letters as A,B,C in the name of Assistant concerned	Section Officer	On the same day
5	To diaries the letters & distribution among Assistants	Diarist	On the same day
6	Receipt of letters from diarist	Concerned dealing Assistant	On the same day
7	Putting up of letters & submission of files to Section Officer concerned	Concerned dealing Assistant	On the same day
8	Submission of file to Under Secretary / AFA-cum-Under Secretary	Concerned Section Officer	On the same day
9	Submission of the file to Deputy Secretary	Concerned Section Officer	On the same day
10	Submission of cases involving financial implication to AFA-cum-Under Secretary	Under Secretary / Deputy Secretary	On the same day
11	Submission of cases to Secretary of the Department for final order	Under Secretary/ AFA-cum-U.S/ Deputy Secretary	On the same day