

Manual 3

Procedure followed in decision – making process [Section 4(1)(b)(iii)]

A proposal is received by the diarist and then it is placed before the concerned authorities for their appraisal. Then it comes down to the Section Officer for classification of the proposal as 'A', 'B' and 'C' and marks the proposal to the concerned Dealing Assistant and send to the Diary Section. The Diarist gives a diary number to the proposal and send it to the concerned Dealing Assistant. The Dealing Assistant puts the proposal in a file and provide the availability of data/information in form of noting and send to the Section Officer for observation. The proposal is routed through the Branch Officer to the Additional Secretary/Director (as the case may be) for examination till the proposal gets a final decision by the Secretary. If a proposal so requires, it is placed before the Government soliciting approval.

Sl.No.	Activity	Level of action	Time frame
1.	Received at Diary Section	Diarist	Same day
2.	Appraisal of the concerned authority	Secretary/Additional Secretary/ Director	Same day
3	Classification and Marking	Section Officer	Same day
4.	Putting a diary number	Diarist	Same day
5	Noting by Dealing Assistant	Dealing Assistant	Three days, Same day if urgent in nature
6	Observation by Section Officer	Section Officer	Same day
7	Observation by Branch Officer	Branch Officer	Same day
8	Examination by Additional Secretary/ Director	Additional Secretary/ Director	One day
9	For taking decision	Secretary	One day