

Manual 3

Procedure followed in Decision making Process

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

The important activities taken up in the deptt are like as follows

1. Allotment of Funds against different Schemes in favour of DDOs
2. Sanction of GPF advance of Field as well as departmental officers and staffs
3. Sanction of RCM
4. Sanction of EL
5. Sanction of Festival Advance in favour of employees coming under group C, and D categories
6. Conduct of Departmental Promotion committee meeting to give promotion to the field level officers and group” D employee of the department
7. Transfer of field level officers
8. Initiation and disposal of disciplinary proceeding against erring employees
9. Conduct of review meetings of field functionaries
10. Conduct of meetings where Public representatives are members
11. Answering the Assembly questions
12. Conducting research , training and evaluation
13. Drawl and disbursement of Salary and other financial benefits for Departmental Officers and staffs

Sl.No	Activity	Level of action	Time frame
	Allotment of Funds against different Schemes in favour of DDOs		
	Initiation of proposal by the dealing Aast. as per the requirement/budgetary provision/instruction of the officer at supervisory level	Dealing Asst.	
	To scrutinize the proposal & submit the File to the Branch Officer	Section Officer	
	The Branch Officer in his turn, submits the File to the sanctioning authority with necessary remarks.	Branch Officer	
	The Sanctioning Authority at his level consents to/ modifies to the proposal and sends it to the Assistant Financial Advisor (AFA) for examination at his level	Sanctioning Authority such as Commissioner-cum-Secretary, Director (ST/SC), Joint Secretary as per the	

		financial power vested with them.	
	The proposal is examined by the Finance Section and returned to the AFA	At the level of Finance Section	
	AFA in his turns submits the File to Financial Advisor (FA) for his approval.	At the level of AFA	
	Subsequently FA sends the File to the concerned Section	At the level of FA	
	The concerned Section sends the Allotment Order to the Issue Section	Concerned Section	
	Issue and Despatch does the necessary action	Issue & Depatch	