

**Chapter.9(Manual.8)**  
**Procedure followed in Decision Making Process**

SI No.	
Subject on which the decision is to be taken	
Guidelines/Direction, if any	
Process of Execution	
Designation of the Officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision ,where and how to appeal	

**Flow Process Chart**

SI No.	Activity	Level of Action	Time Frame
1	To receive application/receipt	Diary Branch	Same day
2	To mark application to concerned Asst. by the S.O	S.O in charge of the Branch	Same day
3	To put a diary number and to hand over the same to the concerned assistant	Diary Branch	-do-
4	To put of the receipt in file	Concerned Dealing Assistant	Within 3 days from the date receipt of the letter
5	To submit the same to the Branch Officer	S.O in charge of the branch	In case of 'B' & 'C' class receipt on the same days and in case of 'A' class receipt within a reasonable time.
6	To submit the file to the 1 <sup>st</sup> level Supervising officer/2 <sup>nd</sup> level Supervising officer	Branch officer/1 <sup>st</sup> level Supervising Officer	According to necessity of time required for disposal
7	To submit the file to he Minister,if required	By the Commissioner-cum-Secretary	-do-
8	To put up draft letter for approval	By Dealing Asst/S.O to concerned Branch Officer	Same day/day after return of the file after
9	To draft send the letter for issue and dispatch	By Section Officer	Same day
10	To dispatch the letter	Issue Branch	On the same day in case of urgency/other day

**As in Manual-3**