

MANUAL – 3

Procedure followed in Decision Making Process

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

Flow Process Chart for Issue of Food Card

The dealing assistant initiates 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 Under Secretary/ Deputy Secretary/ Addl. Secretary/ F.A-cum-Addl. Secretary. Whenever situation so warrants to E.I.C-cum-Secretary considering the gravity of the case and keeping in view the provision contained in the Govt. Rules of Business. Certain cases may be referred to the Hon'ble Minister for Govt. approval. At times some cases are referred to Law and Finance Department for their view. In the Govt. Machinery the entire channel is responsible for any fault when detected.

Sl. No.	Activity	Level of Action	Time Frame
1	Receipt of application/ 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 distribution seat for distribution.	Officer concerned.	On the same day
3	Distribution of Daily Dak (letters)	Central Distribution (O&M Section)	On the same day
4	Marking of letters as A,B, C in the name of Assistant concerned.	Desk Officer/ Section Officer	On the same day
5	To diarise the letters & distribution among Assistance.	Diarist	On the same day
6	Receipt of letters from diarist	Concerned Dealing A.S.O.	On the same day
7	Putting letters and submission of files to Section Officer concerned.	Concerned Dealing A.S.O.	Normally within 3 days. In case of urgency put up the same immediately.
8	Submission of file to Under Secretary.	Concerned Desk Officer/ Section Officer.	Without delay or immediately if it is urgent in nature.
9	Submission of file to Dy. Secretary/ Addl. Secretary.	Under Secretary	On through scrutiny.
10	Submission of cases involving financial implication to Finance Advisor	Addl. Secy./Joint Secy./ Dy. Secy	On through examination.
11	Submission of cases to Secy. of the department for final order.	Dy. Secy./Jt. Secy./ Addl. Secy/ Financial Advisor.	On through examination.
12	Submission of files for Govt. approval.	Secretary of the Department.	After detail examination.
13	Letters received from M.L.As/ M.Ps etc.	Concerned wing	To be attended immediately.