

Manual 3
Procedure followed in decision-making process
[Section 4(1)(b)(iii)]

Flow Process Chart for Renewal/Legal Heir Transfer Etc.

S.N.	Activity	Level of action	Time Frame
1.	To receive application and put a diary number	Diary-Dispatch Clerk	Same day
2.	To mark application to the concerned Branch Incharge	Director	Same day
3.	To mark application to the concerned Dealing Asstt	Section Officer (Branch Incharge)	Same day
4.	To put up the application and submit to Section Officer	Dealing Asstt (HA/SA/JA)	5 days
5.	To scrutinize the case and submit it to Dy. Director through SO	Section Officer	7 days
6.	To dispose of the cases which are within his jurisdiction and to submit the rest to Competent Authority for his orders/approval through Director	JD/DD	7 days
7.	To dispose of the cases which are within his jurisdiction and to submit the rest to the Chairperson through Secretary	Director	3 days
8.	Decision on allotment and subsequent issue of allotment letters	Chairperson	60 days
9.	Issue of offer letter	JD/DD	Within 7 days after approval of the minutes of the allotment sub-committee by the competent authority.