

Manual 3

Procedure followed in decision-making process

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

S.No.	Activity	Level of Action	Time frame
1.	Advisory Work	ALO	No time limit
		D.L.O.	
		Addl. L.O.	
		L.O.	
		L.A.	
2.	Litigation	Deptt.	Files sent the same day
		Municipal Counsel	
		Standing Counsel and from S.C. & M.C.	
		L.O. DEPTT.	

LAW OFFICER