

### **Manual 3**

#### **Procedure followed in decision-making process**

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

<b>S.No.</b>	<b>Activity</b>	<b>Level of Action</b>	<b>Time frame</b>
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**