

MANUAL 3

Procedure followed in decision-making process

{Section 4 (1) (b) (iii)}

Sl. No.	Activity	Level of action	Time frame
1.	Receipt of all the dak (files, letters, applications, advertisements requests)	Diary Dispatch Clerk	Same day
2.	To mark the dak to concerned dealing	Director (PR)/Asstt. Dir. (PR)	Same day
3.	Put up of cases of-advertisement	Sr. Asstt. (Advt.) Asstt. Dir. (PR) Director (PR)	Same Day
4.	Other proposals	Dealing Jr. Asstt./Sr. Asstt., AIO, Asstt. Dir. (PR) Director (PR)	1-2 days
5.	Dispatch of dak initial action taken	Jr. Asstt. (Dak)	Same Day