

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

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

Flow Process Chart for issue of Identity Card

S. No	Activity	Level of action	Time frame
1.	To receive & check Index Cards and obtain signature of the incumbents on Identity Cards for further processing.	Dealing Assistant	2-3 days
2.	To type the Identity cards and tally with the Index Card.	Dealing Assistant.	1 day
3.	Cutting of photographs and pasting on the I/Cards and submit for checking.	Dealing Assistant.	1 day
4.	To submit to Chief Security Officer.	Dealing Assistant	1 day
5.	To sign and return I/Cards	Chief Security Officer.	Same day
6.	To laminate the I/Card	Dealing Assistant	1 day
7.	To entered in the I/Card issue register.	Dealing Assistant	Same day
8.	To deliver card to incumbent	Dealing Assistant	1-2 days.

Such charts may be prepared for major functions.

CHIEF SECURITY OFFICER

FLOW PROCESS CHART FOR ISSUE OF IDENTITY CARD

