

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

**Flow Process Chart**

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