

**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 stage through which a proposal passes , the levels at which it gets examined and the final authority to which it has to go approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

**Flow Process Chart for issue of Food Card**

<b>S.No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time frame</b>
1.	To receive application and put a diary number	Daftry/ Peon	Same day
2.	To mark application to concerned dealing assistant.	Deputy Director	Same day
3.	To put up the case as per requirement i.e. sanction of leave etc., increment and other matter to the supervisor.	Dealing Assistant	2-3 days
4.	To scrutiny the case's submitted by dealing assistant and further submission to senior officers.	Accounts Officers/Administrative Officer/ Assistant Accounts Officers	1-2 days
5.	Scrutiny of cases and submission to competent authority for sanction / recommendation.	Deputy Director	1-2 days
6.	Sanction of Leave / Increment / Issue of various letters and recommendations in cases involving sanction / approval of higher authorities.	Deputy Director N.S.E.S.	1-2 days
7.	Sanction and according approval in various matters. Submission of proposals etc. to Secretary / Chairperson of various policy matters.	Director (N.S.E.S.)	1-2 days

**Deputy Director (N.S.E.S)**