

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

S. No.	Activity	Level of action	Time frame
01	Receipt and diary of the references	Junior Assistant	2 Days
02	Put up the proposal for necessary action	Senior Assistant	7 Days
03	Examination and submission of proposal for necessary action	Sr.AO/AAO/SO	
04	Advisory Cases	DSF	Depending on intricacies of case
05	Recommendation on the proposal as per rules	Director/ Jt. Secy. / Controller of Accounts / Dy. Secretary	7 Days
06	Approval of the proposals	Pr. Secretary / Secretary	