

Manual 3
Procedure followed in decision making process
{Section 4(1)(B)(iii)}

S.No.	Activities	Level of Action	Time frame
1	To receive application and put diary number.	Counter Clerk	Same day.
2	To mark application/letter to concerned dealing assistant	Office Superintendent.	Same day.
3	To examine the correspondence and to put up report.	Dealing Assistant.	3-4 days, depending on urgency of the letter.
4	To examine the note put up.	Office Superintendent.	Same day.
5	To supervise and examine correctness of notes/letters from branches.	Admn. Officer/Dy. Director/Jt. Director.	1-2 days.
6	To approve action proposed and sign letters.	Addl. Director	1-2 days.
7	To approve specific matters and VVIP references.	Director (Education)	1-2 days.
8	To approve seniority, promotion, appointment and other specific cases.	Secretary (Education)	1-2 days.