

**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.	Within one week.
4	To examine the note put up.	Office Superintendent.	Do
5	To supervise and examine correctness of notes/letters from branches.	Admn. Officer/Dy. Director/Jt. Director.	Do
6	To approve action proposed and sign letters.	Addl. Director	Do
7	To approve specific matters and VVIP references.	Director (Education)	Do
8	To approve seniority, promotion, appointment and other specific cases.	Secretary (Education)	Do