

Manual - 3
Procedure followed in decision making process

Sl.No.	Activity	Level of action	Time frame
1	To receive a letter and put a diary no.	Diary -in-charge	Same day
2	Letters to reach the concerned branch Officer through the steno/DEO attached to him.	Various branches	03 days
3	Disposal / scrutiny by Branch Officer	Respective B.O.	02 days
4	Disposal / scrutiny by next higher	Respective next higher	Same day
5	Approval / disposal by Projec Director	P.D	01 day
6	Return to respective Section after	(i) To the Section	(i) Same day of disposal.
7	Fair copy to be typed and put up before the Officer concerned for	The steno/DEO attached to the officer concerned	Same day
8	To sign and despatch the final letter / supply of Office copy by despatch section	Respective authority / Despatcher	Same day

NB: The above arrangement regarding dealing a correspondence will not be applicable for such correspondence / document of "A" category as per the provision of Record Manual.