

### 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 stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approved 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 RELEASE OF SUBSIDY UNDER BANKABLE IGS**

<b><i>Sl. No</i></b>	<b><i>Activity</i></b>	<b><i>Level of action</i></b>	<b><i>Time Frame</i></b>
01	Receipt the advance subsidy claims from different banks/ Block & put a diary number.	Counter Clerk	2 Days
02	Receive the claims by the Dealing Assistance and put up draft to Head Office, OSFDC, Bhubaneswar for necessary allotment.	D.A	3 days
03	Allotment received from OSFDC, Bhubaneswar.	Head Office	3 to 4 months
04	Allotment receipt and put a diary number and received by the D.A.	Counter Clerk & D.A.	3 days.
05	Put up in file to DWO/ ADM/ Collector for release of Subsidy.	D.A	5 days.
06	Received the file from DWO/ ADM/ Collector and put up the cheque for sign.	D.A	3 days.
07	Issue and dispatch to concern banks.	Counter Clerk & D.A.	3 days.