

Manual 3
[Section 4 (1) (b) (iii)]
(Procedure followed in decision-making process, channels, supervisions & Accountability)

Activities like Sanction of Provisional Pension & Final Pension , DP Cases etc. have been dealt in this section. The procedure of sanction and approval of various proposals by the final authority is explained below.

Flow process of chart for sanction of G.P.F.

Sl .No	Activity	Level of Action	Time frame
1.	To receive application & dairy number	Concerned dealing assistant	Same day
2.	Verification of amount in account slip & current acquaintance roll & prepare of schedule.	-do-	One day
3.	File put of for approval/ sanction of GPF	-do-	One day
4.	Preparation of bill for submission at Treasury	Bill Clerk	One day
5.	Amount received from Bank & disburse to applicant.	-do-	One day