

Manual 3
[Section 4 (1) (b) (iii)]
(Procedure followed in decision-making process)

Activities like issue of Distress Certificate, sanction of provisional & final pension inaction of D.P. cases etc. dealt with in this section.

The procedure & stages through which a proposal passess & final Authority to whom the proposal has to go for approval is explained in the narrative form with flow process chart.

Pension Cases

Sl No	Activity	Level of Action	Time frame
1.	To receive Pension papers and put up in file	Dealing Asst.	
2.	Verification of document & put up	Dealing Asst	
3.	Examination by OIC & to put up to ADM	OIC	
4.	Final approval by the Colelctor	Collector	
5.	Receipt of files after final approval	Dealing Asst	
6.	Forwarding to competent authority	Dealing Asst	

Disciplinary Proceeding Cases (as per OCS (CCA Rules 1965)

Sl No	Activity	Level of Action	Time frame
1.	To receive Draft Charges	Dealing Asst.	
2.	Verification of the charge	Dealing Asst	
3.	To put up to the OIC	D.A.	
4.	To put up to ADM / Collector for approval	OIC	
5.	Final order given by the Collector	Collector	
6.	Receipt of File after Final Order	Dealing Asst.	
7.	Intimation to Govt. Servant	OIC	

Distress Certificate Under R.A.Scheme (as per OCS R.A. Rules, 1990.)

Sl No	Activity	Level of Action	Time frame
1.	To receive applications	DA	
2.	Verification of document	DA	
3.	To put up to the OIC	OIC	
4.	To put up to ADM/ Collector	OIC	
5.	Final order given by the Colector	Collector	
6.	Receipt of files after Final Order	DA	
7.	To Issue Distress Certificate	DA	