

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 ISSUE OF FOOD CARD

<i>Sl. No.</i>	<i>Activity</i>	<i>Level of action</i>	<i>Time Frame</i>
1.	To receive the application and verification.	Counter clerk	Same day
2.	Put up in file for order	Counter clerk and Nizarat officer	Same day