

Manual – 3
[Section 4 (1) (b) (iii)]

(Procedure followed in the decision making process including channels of supervision and accountability)

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 approval may be explained.

Sl. No.	Activity	Level of Action	Time frame
1.	To receive letters from Government, Board of Revenue, RDC (CD), Cuttack, Accountant General, Orissa (A & E), S.E.C., Orissa & Hon'ble High Court Orissa etc.	District Panchayat Officer, Khordha	Same Day
2.	To mark diary section	Diary Clerk	Same Day
3.	To distribute diary letters	Dealing Assistant	Same Day
4.	To put up files	Dealing Assistant	Same Day
5.	To Dispose / Endorse files	D.P.O., Khordha	Same Day
6.	To submit files	P.D.,D.R.D.A., Khordha & Collector	Same Day
7.	To return files	P.D.,D.R.D.A., Khordha & Collector	Next Day
8.	To return files	D.P.O., Khordha	Same Day
9.	To return files	Dealing Assistant	Same Day