

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

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 Collectorate, Government, Other Offices, MPs & MLAs	District Planning Officer	Same Day
2.	To mark diary section	Diary Clerk	Next Day
3.	To distribute diary letters	All D.A.s	Same Day
4.	To put up files	All D.A.s	2-3 days
5.	To Dispose / Endorse files	Dist. Planning Officer	Same Day
6.	To submit files	Collector	Same Day
7.	To return files	Collector	Next Day
8.	To return files	Dist. Planning Officer	Same Day
9.	To return files	All D.A.s	Same Day