

**Manual 3**  
**Procedure followed in decision marking process**  
**[Section 4(1)(b)(iii)]**  
**Flow process Chart for issue of Food Chart**

Sl. No	Activity	Level of Action	Time Frame
1	To receive application & put a copy application number	Record Keeper	Same Day
2	To mark application to concerned office/section	Record Keeper	Same Day
3	After receipt of Record/document the party is noticed to submit requisite folio and court fees	Record Keeper	Same Day
4	To prepare certified copies	Record Keeper	2-3 days
5	To prepare certified copies and submit to O.I.C., Record Room	Record Keeper	Same Day
6	To sign and return certified copies	O.I.C. Record Room	Same Day
7	To deliver certified copies to the applicant	Record Keeper	Same Day