

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 Deptt. of Sports, private bodies, NGOs	File submitted to A.D.M. and Collector for approval	