

**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 Government, Board of Revenue, RDC (CD), Cuttack, AG, Orissa- I & II.	O.I.C. (Touzi)	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	O.I.C. (Touzi)	Same Day
6.	To submit files	ADM, Khordha & Collector	Same Day
7.	To return files	ADM, Khordha & Collector	Next Day
8.	To return files	O.I.C. (Touzi)	Same Day
9.	To return files	Dealing Assistant	Same Day