

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

i) Administrative matters

SN	Activity	Level of action	Time frame
1	To receive an application/correspondences and to give a diary number	Counter clerk	Same day
2	To mark the application /correspondences to the concerned dealing assistant	Branch In charge	Same day
3.	Scrutiny and putting up of application/correspondences	Dealing assistant and Branch In charge	1-2 days
4.	Approval / rejection	HOD/HOO	2-3 days

ii) Preventive awareness proposals :

SN	Activity	Level of action	Time frame
1	To receive applications /correspondences and to give a diary number	Counter clerk	Same day
2	To mark application / correspondences to concerned dealing assistance	Branch Incharge	Same day
3.	Scrutiny and putting up of application/correspondences	A.P.P.Os/ P.O.	2-3 days
4	Examination of proposal	Accounts officer	1-2 day
5.	Approval / rejection	HOD/HOO	3-5 days
6	Approval/rejection	Finance/planning Deptt.	10-15 days each