

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

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.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Flow process Chart for issue of Food Card

S. No	Activity	Level of action	Time frame
1	To receive letters application etc. addressed to Department.	Secy/Addl/Secy/J.D & D.S./D.D.-cum-D.S/A.D.-cum-U.S.	Same day
2	To mark letters to concerned sections.	A.D-Cum-U.S	1 to 2 day
3	To mark the letters to Assistants.	S.O	Same day
4	To put diary number.	Diarist	Same day
5	To deal the letters/cases	Assistant	1 to 3 day
6	To submit files by Asst./ S.O	U.S/D.S	1 to 2 day
7	To approve/reject the cases	- Do -	1 to 3 day
8	To type the draft for issue	Type Section	1 to 2 day
9	To issue the draft reply	- Do -	1 to 2 day

Such charts may be prepared for major functions.