

Manual 3

Procedure followed in decision making process

[Section 4(1)(b)(iii)]

Sl. No.	Activity	Level of action	Time frame
1	2	3	4
1	All letters after seen by the CE are diarised and distributed to the concerned Dealing Assistants or to Scientists	Diarist	Same day
2	Letters are kept in the relevant files. After proper scrutiny and examination with reference to the existing rules and regulations, the files are then put up to the concerned Scientists, SO (Accts) and A.A.O.	Dealing Assistant	Three days
3	Accounts matter is further examined by the S.O.(Accts) and put up to AAO	S.O.(Accts)	Two days
4	Further examination of the matter is done at the level of AAO or the concerned Scientists and then put up to the Chief Executive for final decision	AAO or the concerned Scientists	Two days