

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

. No.	Activity	Level of Action	Time Frame
1.	To receive letter/File and put a diary number	Diary Clerk	Same day
2.	To mark letter/file to concerned AFA	Director(projects)	Same day
3.	Proposal/Case of the project put up by JE/DD on separate internal notes of Project department	JE/DD/JD	On the same day of the receipt of the proposal
4.	Examining by Director (Project) & forwarded for approval of the competent authority	Director (Projects)	