MANUAL 3

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

SI. No	Activity	Level of action	Time frame
Work Study			
1	 (A) Initial proposal 1. Go through the proposal 2. Devise proforma 3. Get approval 4. Forward to Department 	AD / DD	One to two weeks depending upon the nature of study.
	(B) On receipt of data 1. Go through the information 2. Find out defeciences 3. Seek further clarification and information 4. Retain file	AD / DD	One to two weeks depending upon other workload
	(C) On receipt of complete information		
	 Visit the Department Discuss the proposal Verify information Collect further data where required Assess manpower required/Float work study sample Discuss tentative findings Prepare draft report Prepare final report. Submit report for approval)))) AD)) AD/DD)	3-4 weeks depending upon co-operation of the concerned Department
		AD / DD / Secy	2-3 days
Other Activities			
2	Inspection of Offices (Annual Programme is chalked out)	AD / DD / Secy	One week
3	Punctuality Monitoring (Nodal Officers have been appointed)	AD / DD / Secy	NA
4	Transfer of Public Grievances Examine of Reference Submit file to AD III. Approval sought	RA RA AD/DD	One week
5	4. RTI Applications I. Examination of Application II. Collect information and put up. III. Examine and finalize reply	RA RA/AD Competent Authority/ DD	15 days to 35 days