

MANUAL 3

updated AS ON DATE 27/7 /2026

Procedure followed in decision-making process

(Section 4 (1)(b)(b)(iii) SL.No.	Activity	Level of action	Time Frame
1. Work Study			
(A) Intial Proposal			
1. Go through the proposal			
2. Devise Proforma	Sec/ S.A.O./S.O./ASO/SAnt		One Week
3. Get approval			
4. Forward to Department			
(B) On receipt of data			
1. Go through the information			
2. Find out defeciencies			
3. Seek further clarification and information	SecyS.O./ASO/SA		One Week
4. Retain file			
(C) On receipt of complete Information			
1. Visit the Department			
2. Discuss the proposal			
3. Verify information			
4. Collect further date where required	Secy		
5. Assess manpower required/Float work study sample	Secy/Dy.Secy.		3-4 Weeks
6. Discuss tentative findings	S.O./ASO/SA		
7. Prepare draft report			
8. Prepare final report.			
PO/PC Submit report for approval 2-3 days	Secy/Dy. Secy		
Other Activies			

2.	1. Information of Offices (Annual Programme is chalked out)	/SO/SECY	One week
3.	2. Punctuality Monitoring (Nodal Officers have been appointed)	SECY	NA
4.	3. Public Grievances i. Examine of Reference ii. Submit file to AD iii. Approval sought	Secy/ S.0./ASO/SA	ONE WEEK
5.	4. RTI Application i. Examination of Application ii Collect information and put up iii Examine and finalize reply	Secy /S.0./ASO/SA Competent Authority secy	15 day to 30 days