

Manual- 3 (Organisation Chart flow)

Procedure followed in decision making process:

Sr. No	Activity/Proposals	Post/Designation to whom Report	Time Norm
1.	DA Prepares Proposals For AA & E.S. etc	O. Suptd.(Admin)	1 Day
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2.	Initial examination of Files/Proposals by O. Superintendent	Executive Officer/ H.O.O.	1 Day
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3.	After examination, put up the definite Proposal for AA & ES etc. to the director /HOD	Director/ Principal/ HOD	1 Day
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4.	Approves the Proposals under his delegated powers and send other proposal of A. A & E.S etc. to the Competent Authority	DS. (H&FW)	1 Day
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5.	Secretariat Level Examination	Special Secretary(H&FW)	1 Day
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6.	Do.	Principal Secretary (H&FW)	1-2 days
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7.	Do.	Chief Secretary	2-3 days
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8.	Do	Minister In charge	1 Day
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9.	Do.	Hon'ble chief minister	2-3 days
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10.	For Approval as per authority Delegated In Business & Transaction Rules of GNCT	Hon'ble LG	2-3 days