

Manual-3

Procedure followed in decision – making process

Flow process Chart of proposal

S.No	Activity	Level of Action	Time Frame
1.	To receive application and put a diary no.	Reception Clerk	Same day
2.	To mark application to concerned sections/ Branches	HOD	Same day
3.	To verify the documents attached	Concerned ARCS	2-3 days.
4.	Action taken	Branch In-charge/AR/DRCS/JRCS/Addl.RCS/Spl.RCS/RCS	5-7 days

- Various applications/appeal received is examine by the concerned in accordance with the provision DCS Act 2003 & Rules 2007.