

## Manual 3

Procedure followed in decision making process

Sl. No	Activity	Level of action	Time frame
1	Issue of Tender	AE/EE	One Same date as fixed
2	Acceptance of Tender	AE / EE / SE / CE / E-in-C	Upto 60 days
3	Refund of E/money	EE	Within 7 days
4	Payment of Running Bill	EE	1 to 2 days
5	Payment of Final Bill	EE	Within 3m and 6m as case may be
6	Recd. Application for issuing EOT form	EE	Same day
7	Sanction of EOT	EE/SE	10 to 15 days Generally
8	Refund of S/Deposit	EE	Within 7 days
9	Sanction of EI / SI/ Devotion by competent Authority	AE EE SE CE	2 days 4 days 15 days 1 Month } Generally
10	To receive application corresponding letter & put a diary number & put upto CE	LDC	Same day
11	To mark application / letter with comments to EO	CE	One day
12	Marking of letter by EO & sending to LDC for distribution	EO	One day
13	Letter distribution by LDC to different SO's	LDC	One day
14	Marking of letter by SO's to concerned dealing assistants / UDC. Assistant	SO/ AE(M)/ FO/ SO Cash	One day
15	Attending letter & put up with file & DFA etc by dealing Assistants UDC/ Assistant	UDC/ Assistant	1 to 2 days
16	Attending DFA noting, file etc by SO, AE(M), EO, FO	SO, AE(M), EO, FO	2 days
17	Put up to CE's with files DFA	CE	2 days
18	Received by EO & again distribution	EO	1 days

19	Received by AE(M) SO's, FO & marking to dealing assistants	AE(M), SO's, FO	1 days
20	Typing & put up by dealing Assistant	Dealing Assistant, SO's	1 day
21	Put up of fair letter by SO's to EO	SO's	1 to 2 days
22	Put up of fair letter to CE's	CE	1 day
23	Return back of file from CE's to EO & distribution to SO's	EO	1 day
24	Sending/ issuing of letter by dealing Assistant to dispatcher	Dealing assistant/ dispatcher	1 days