

Manual 3
Procedure followed in decision making process
[Section 4(1)(b)(iii)]

S.No.	Activity	Level of action	Time frame
1	To receive a letter and put a diary no.	Peon	Same day
2.	To mark letter to concerned official	Principal	Same day
3.	Put up of letter by the concerned official	Concerned UDC/LDC	One day
4.	Scrutiny of proposal as per prevalent Rules & regulation	AAO/OS/DDO	One day
5.	Approval of HOO, if competent	Principal	Same day
6.	If HOO is not competent file is to be sent to approval of HOD.	DTTE	One day
7.	Receipt of file if HOD is competent to approve the matter.	DTTE	Within a Week
8.	If HOD is not competent than file has to go to the concerned Deptt. like DHS etc. for approval	Through DTTE	Within fifteen days.
9.	Issue of sanctions after return of file	Principal/DDO	Within three days
10.	If payment has to be done, bill is to be prepared and sent to PAO-13.	Through DDO	One day.
11.	Making payments	Cashiers	Next day of issue of Cheque.

Tony
 CEI 16/3/2020
 DEO/LOPA

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 16/3/2020
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 11/11/19

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A statement of the categories of documents held

RELATED TO ADMINISTRATION

No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Service Book of employees	Service records	Establishment	Life long
2.	Personnel File	Application/Requests of employees	Establishment	Life long
3.	Correspondence with other Deptts.	Correspondence with Headquarters	Establishment	As per norms of AR Deptt.
4.	Diary Register	Diary of letter	Establishment	As per norms of AR Deptt.
5.	Dispatch Register	Dispatch of letter	Establishment	As per norms of AR Deptt.
6.	Circular File	Important circulars	Establishment	As per norms of AR Deptt.
7.	Guard File	Copies of office orders/sanctions	Establishment	As per norms of AR Deptt.
8.	Purchase Files	Details of purchases made in ITI	Purchase Section /Accounts	As per norms of AR Deptt.

Temp
10/12/20
CCF DEC/16/PA

16/13/2020
(C.I.)

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11/11/19