

MANUAL-3

Procedure followed in decision making process: -

All communications received from the client institutions, govt. offices, public and employees are diarised in the Central Registry and passed on to the concerned Branch Incharge, who further passes those on to their respective sections for examination and submission on the relevant files. All communication are further diarised in the concerned sections and are passed on to the dealing hand for submission to the Incharge. The Incharge examines the proposals in proper prospects and submits the same to the Sr. G.M./Managing Committee/Administrator, who are the final authority for taking decision in each case. Instructions have been issued that any communication received must be finally disposed off within two-weeks time.

In the case of bills received from the suppliers, those are first diarised in the Central Registry/concerned section and after scrutiny of the bills by the dealing hands, those are passed on to the Accounts Section for payment. The Account section arranges the payment as early as possible subject to the availability of funds for early payment of bills pertaining to liquor supply. There is system of cash discount for those willing for early payment..

In so far as applications for grant of leave or on any other matter received from the employees, a decision is taken within a period of 1-3 weeks.