

**DIRECTORATE OF TRIBAL WELFARE**  
**Right to Information Act – 2005**

**Manual – 3**

**Procedure followed in the decision making process, including channels of supervision and accountability**

<b>Sl. No</b>	<b>Function</b>	<b>Level of action</b>	<b>Timeframe for processing</b>
<b>1.</b>	<b>Regular Administrative Functions</b>		
(i)	Central Diary	L.G.C	5 minutes per letter
(ii)	Central Dispatch	L.G.C	7 minutes per letter including entry in peon book
(iii)	Marking of Daks	Assistant Director (Admn.)	10 minutes
(iii)	Movement of files	Personal Asst./LGC	5 minutes per file
(iv)	Sanction of leave	HGC	One week from the date of receipt application
(v)	Advance	HGC	One week
(vi)	Sanction of periodical increment	HGC	One week
(vii)	Pay fixation/ promotion / ACP	Head Clerk	2 days for each case.
(viii)	General correspondence relating to Scheduled Tribes	All dealing Assts.	One day depending upon individual case
<b>(2) Representation on Service Matters</b>			
(i)	Normal Case	Head Clerk	1-3 days
(ii)	Other cases	Head Clerk	1-10 days
<b>(3) Selection Process</b>			
(i)	New Recruitment	Head Clerk	2 months involving issue of add