

## MANUAL – 3

### **Procedure followed in Decision Making Process (Section 4(1) (b) (iii))**

All proposals/cases are put up by the dealing official after scrutinization at the level of Head Clerk/ Superintendent. The cases are further scrutinized by the Assistant Registrar( Sectional Heads) who puts up the case with his/her observations/remarks and forward the same to the Dy. Registrar/Joint Registrar( Divisional Heads)/Registrar as the case may be. The decisions are taken either by the Deputy Registrar/Joint Registrar/ the Registrar or Vice Chancellor as per the procedure laid down.

**For Example:** The file pertaining to the Finance Division is processed by the dealing hand and the same is forwarded to the Deputy Registrar- Finance through Assistant Registrar- Finance and the Deputy Registrar forward the same to Finance Officer and FO forward it to the Registrar who will further send it to Vice Chancellor for approval as per the procedure laid down.