



Section 4 (1)(b) (iii)

The Procedure followed in the decision-making process, including channels of supervision & accountability in the office of YASHADA

NAME OF ACTIVITY –

Related Provisions -

Name of the Act / Acts-

Rules -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. Day1/ Day16 etc.	Authority Responsible for that activity	Remarks
	See Details (Annexure 3)			

Note: Under 4(1)(b)(iii)

For every function, service, duty, power, to be exercised, there is a set of procedure defined by Act, Rules, Government Resolutions, Circulars, Orders, and Conventions. Publish the procedure for each function, service, duty, and power to be exercised. For this purpose the public authority may have to collate, relate & formalise the procedure taking into considerations various provisions mentioned above.

e.g. – What will be the procedure for casework? How the dates of hearing are given? Will there be a chronological disposal? Is there any priority for certain cases?

e.g. – Procedure for distribution of subsidies/concessions/ selection of beneficiary should be specified. Will it be on quota basis? On lot basis? Or chronological. Will have to be published.

e.g. – Procedure for writing notes for specified repetitive functions may be formalised & published.

In every procedure many levels of employees are involved. Specify roll & responsibility of each employee involved in the procedure.