

(i) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

Sr. No.	Nature/ Type of work	Level at which the case is initiated	Channels of supervision (case is submitted through)	Level at which decision is made
1.	2.	3.	4.	5.
1.	Peshi branch	Ahlmad/Reader	Superintendent (Rev) DRO Branch	Deputy Commissioner
2.	PA to Deputy Commissioner	PA	-	-do-
3.	Establishment Branch	Dealing Clerks/ Establishment Assistant	Superintendent Grade-I /Asstt. Commissioner	-do-
4.	Miscellaneous Branch	Dealing Clerks/ Misc. Assistant	-do-	-do-
5.	Budget Branch	Dealing Clerk Budget Asstt.	Superintendent Grade-I/Assistant Commissioner	-do-
6.	Record Room (Eng.)	Dealing Assistant	-do-	-do-
7.	Record Room General	Dealing Assistant	-do-	-do-
8.	Copying Agency	Dealing Clerk Copying Assistant	-do-	-do-
9.	Reader to Additional Deputy Commissioner	Reader	Supdt. (Dev.) / Additional Deputy Commissioner	-do-

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10.	Dev. Branch	Dealing Clerk/Dev. Assistant	-do-	-do-
11.	20 Point Branch	Dealing Assistant	-do-	-do-
12.	Grievance Cell	Dealing Assistant	-do-	-do-
13.	Local Fund Branch	Dealing Clerk/Assistant	-do-	Deputy Commissioner
14.	Arms Licensing Branch	Dealing Clerk	Supdt (Dev)/ADM	District Magistrate
15.	Small Saving Branch	Dealing Clerk	ADM	Deputy Commissioner
16.	Stenographer to Additional Deputy Commissioner	Stenographer	Additional Deputy Commissioner	-do-
17.	Litigation Branch	Dealing Clerk/Assistant	Supdt (Rev) DRO	Deputy Commissioner/DM / District Collector.
18.	District Revenue Accountant Branch	Dealing Clerk/Assistant	-do-	-do-
19.	DRA(R) Branch	Dealing Assistant	-do-	
20.	Sadar Kanungo Branch	Dealing Patwari/Kanungo	SK/Supdt (Rev) DRO	Deputy Commissioner
21.	Acctt. SK Branch	rk/Assistant/ Kanungo	Superintendent (Rev) DRO	Deputy Commissioner
22.	Steno to DRO	Steno	Supdt (Rev)	Deputy

			DRO	Commissioner
23	Planning Cell	Dealing Officials	DPO	Deputy Commissioner
24	Steno to AC			