

#### **4. Procedure followed in decision making process [Section 4(1)(b)(iii)] :-**

Action on routine papers is initiated at the level of Dealing Assistants. Normal channel of submission of paper at the office level is :-

General/Accounts Section (Presently followed):

- Dealing Assistant(LDA/UDA) > Chief Finance Officer > Project Director

Handloom Section (Presently followed):

- Dealing Assistant(SMA) > Manager > Chief Finance Officer > Project Director

Engineering Section (Presently followed):

- Section Officer > Assistant Engineer > Executive Engineer > Chief Finance Officer > Project Director