

Chapter-3
Procedure followed in Decision Making Process

Sl.No.	Activity	Level of action	Time	
9.1				
1.	To receive letter & put up a diary number	Diary Section	Same day/ next day	
2.	Section officer / D.O. to distribute letters among Assistant	Section Officer/D.O	-do-	
3.	Examination, preparation of noting, drafting and submission of file	A.S.O	Three to four days	For attending urgent type of works, only one day/ two days is/are taken at B.O level.
4.	Examination at <i>S.O./D.O Level</i>	Section Officer/D.O	Two days	
5	Observation by Branch Officer	Dy. Secy/ Branch Officer	Two days	
6.	Financial disposal	Director, SW/ Comm.-cum- Secy.	Three to four days	For urgency, two hours are taken
7.	Processing of Project Proposal	SLEC	One month to two months	

9.2	a) Complaint or any matters on Dowry
	Sub Divisional Magistrate to take action as Dowry Prohibition matter. He is to be assigned by Sub-Divisional Social <i>Officer</i> and to be advised in Dowry Prohibition Advisory Board.
	b) State Level Complaint Committee on Sexual Harassment of women
	One Senior IAS <i>Officer</i> heading the Committee consisting of six members nominated by Govt. taken up complaints relating to Sexual harassment, suggest action/ remedies to the concerned
9.3	Web site
9.4	Under Secretary, Deputy Secretary, Joint Secretary, Addl. Secretary, Director Social Welfare-cum- Ex-officio Addl. Secy., Commissioner-cum-Secretary, Development Commissioner, Chief Secy., Minister WCD and Chief Minister
9.5	Minister of the Department.

	Sl.No.1	
9.6	Subject on which the decision is to be taken	Recommending Project proposal to <i>Govt.</i> matters relating to SCW, MVSN, SSWB, release of funds to <i>NGO</i> in all matters under the preview of this Deptt. as per
	Guidelines/ Direction if any	Being issued/ given to the District Level/ Block Level/ and Grass root level functionary.
	Process of Execution	Visits by District level & State level officers involvement of SHGs, members of the mothers' Committee etc.
	Designation of the Officers involved in decision making	Under Secy., Dy. Secy., Joint secy., / Addl. Secy, Director Social Welfare-cum-Addl. Secy., Commissioner-cum-Secy., Development Commissioner, Chief Secy, Minister WCD and Chief Minister.
	Contact information of above mentioned Officers	PIO-cum-Dy. Secy.- 2322933 Director SW- 2322929 Commissioner-cum-Secy.-2322928 Dev. Com.-2536882 Chief Secy.- 2536700 Minister-2530650 Chief Minister-2531100
	If not satisfied by the decision, where and how to appeal	Appeal can always lie to the next higher authority of the authority who has passed the order.