

Manual 3

Procedure Followed In Decision-Making Process Section 4(1) (B) (III)

Flow Process Chart for disposal of RTI application

S.No.	Activity	Level of action	Time frame
1	To receive application and put a diary number	R&I Section	Same day
2	To mark the application to PIO	HOO	One day
3	Distribution of RTI application to PIO	R&I Section	Same day
4	Forwarding of RTI application to concerned branch	RTI Section	One day
5	Reply receive through Concerned Branch	Concerned Branch	Within 20 days
6	Reply forward to applicant	RTI Branch	Same day
7	Transferring of RTI application to Concerned PIO	RTI Section	Within 5 days
8	Letter dispatched	R&I Section	Same day