

Manual 3
Procedure followed in decision-making process
[Section 4(1)(3)(iii)]
FLOW PROCESS CHART

FOR DEALING/ ENTERTAINING REPRESENTATIONS OF THE EMPLOYEES

S.No.	ACTIVITY	LEVEL OF ACTION	TIME FRAME
1	To receive application/letter and put a diary number	Despatch Clerk (LDC)	Same Day
2	To forward the application letter to the concerned officer of the branch/section	Despatch Clerk (LDC)	Same Day
3	Marking of the Application/ letter by the concerned officer to the dealing assistant	Section In-Charge	Second Day
4	Marking the applications/ representations/ letters to the concerned dealing clerk	Dealing Clerk (LDC/ UDC/)	Second Day
5	Submission of application/ representation / letters by the dealing clerk in the concerned file to the Dealing Assistant	Dealing Clerk (LDC/ UDC/ Head Clerk)	Third day.
6	Examination of case /submission of proposals by the Dealing Assistant to the Section Incharge	Dealing Assistant	2-3 days depending upon the nature of the case
7	Examination of the proposals by the Section In-charge and submitting the same to the A.O. for further consideration	Section In-charge Administrative officer	1 day
8.	If the proposal is in order and does not involve any financial implications, the same is submitted to the Principal, COA for approval/orders.	Administrative officer	Same day
9.	If the case involves financial implications, the proposal is sent to A/cs branch for examination/ advice/vetting.	Administrative officer (Account)	Same day
10	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget	Administrative officer	2 days

	provisions and the same is submitted to the Administrative officer COA for seeking approval/orders of the Principal/		
11.	The proposal is then submitted to the Principal for approval/orders.	Principal	Same day
12.	The case/ proposal forwarded is duly considered in terms of existing rules, regulations & instructions and appropriate decision is taken by the Principal/HOO on the file.	Principal	1 day
13.	The file is then down-marked to the AO who down marks the file to section in charge/ head clerk) down marks the file to the dealing assistant.	1. Principal 2. HOO	Same day
14	In accordance with the orders of the Principal/HOO, COA necessary draft orders/ replies are prepared for issuance.	Dealing Assistant	1 day
15.	. Draft orders/ replies are approved for the competent authority for issue.	1. Principal 2. HOO	Same day
16.	Fair orders/ replies are submitted for signatures of the Section In-Charge. On appending the signatures the orders/ replies are sent to dispatch section for issue	1. Dealing Assistant 2. Dealing Clerk 3. Head clerk	Same day
17	. The orders/ replies are issued to the concerned person/ authority	Despatch Clerk	Same day

Procedure followed in decision-making process

[Section 4(1)(b)(iii)]

Flow Process Chart for Various Activities

S. No	Activity	Level of Action	Time Frame
A	. Preparation of Contingent Bills & ACB (Adv. Bills)		
1	. Receipt of Sanction alongwith original bills	Dispatch Clerk	Same day
2	Forward to D.D.O	do-	do- -
3	Marking the sanction to dealing assistant concerned (bill clerk)	D.D.O.	-do-
4	Preparation of contingent bills along with entries in the concerned registers	Bill Clerk	Next day
5	Passing the bill for payment	D.D.O	Same day
6	Periodic in the PAO section	PAO	Next day
7.	Preparation/delivery of cheques	PAO section	Same day
B.	Long term/Short term advances, LTC/HT, TA/DA, GPF/CPF, Adv. & withdrawal		
1	Receipt of Sanction alongwith original bills	. Dispatch Clerk	Same day
2	Forward to D.D.O.	-do-	-do-
3	. Marking the sanction to dealing assistant concerned (bill clerk)	D.D.O	. -do-
4	. Preparation of bills along with entries in the concerned broadsheets, adv. register, PBR	Bill Clerk	Next day
5	. Passing the bill for payment	D.D.O.	Same day
6.	Periodic in the PAO section	PAO	Next day
7.	Preparation/delivery of cheques	PAO section	Same day
C	. Preparation of GPF/CPF ledgers, passbook		
1	Updation of GPF/CPF passbooks from PBR, recovery schedule etc. and calculation of interest	Dealing Clerk	Approx. 25 min. per person per year
2.	Receipt of passbook	Dispatch Clerk	Same day
3	. Forward to D.D.O	. -do-	-do-

4	. Marking the passbook to dealing assistant concerned	D.D.O.	-do-
5.	Updation of entries from ledger to passbook & issuing the same	Dealing Assistant	Next day
D.	Files for sanction/adjustment, TC/HT, TA/DA,Contingent Adv., LT/ST advances, GPF/ CPF, Part-time, OTA, Scholarships etc.		
1	. Receipt of file Dispatch	Clerk	Same day
2	. Forward to D.D.O.	-do-	-do-
3.	Marking the file to dealing assistant concerned	D.D.O.	-do-
4	Scrutinizing and recommending the case as per the provisions in the rules to DDO	Dealing Assistant	Next day
5.	Forwarding the file to A.O (A/c)	DDO	Same day
6	Forwarding the file for final concurrence of the Principal through HOO/AO	A.A.O. (A/c)	Next day
E.	Preparation of Budget/Revised estimates of the Institute		
2	Marking the budget papers to the Dealing Assistant through HOO	A.O. (A/c)	Same day
3	Preparation & compilation of budget estimate & revised estimate in the requisite enclosures after obtaining the required information from various sections/department heads	Dealing Assistant	15 days
4	Submitting the budget papers for approval of the Competent Authority through A.A.O. (A/c), A.O. (A/c)	Dealing Asst.	Same day
5	Final scrutiny by A.O. (A/c) & submitting the same for approval	A.O (A/c)	Next day
F	I-Tax calculation & Assessment		
1	Issue of Office Order along with proforma Dealing Asst. 1 st week of Oct.		
2	Receipt of details from the employees &	DDO	Same day

	marking the same to dealing asst.		
3	Calculation & finalization of Income tax after taking into account salary income, other income, exemptions etc.	Dealing Asst	. Next day
4	. Sending the tax details to bill clerk through DDO.	Dealing Asst	Same day
5	Preparation & issue of Form-16 for the employees	Dealing Asst	. In the month of April (approx. 15-20 min./form
6	Finalization of quarterly tax returns through DDO	Dealing Asst.	2 to 3 working days
7	Finalization of quarterly tax returns (contractual)	Dealing Asst.	2 days
G	Preparation of Monthly salary/Pension, bonus, arrear bills		
1	Marking the dak to the bill clerk by DDO	DDO	Same day
2.	Preparation of monthly salary/pension bills with relevant increase in PBRs, pension register & computer	Bill Clerk	8 days
3	Preparation of periodical & other arrear	bills Bill Clerk	Approx. 2 days (may increase or decrease)
H	Medical Reimbursement		
1.	Marking of bills received through dak to the dealing asst	DDO	Same day
2.	Scrutinising and submitting the bills (as per Medical Attendant rules) for expenditure sanction	Dealing Asst	. Twice in a week
3.	Preparation of Medical Bill received after sanction of the Principal	Dealing Asstt.	Next day
4	Passing the bill for payment to PAO	DDO	-do-
5.	Pre auditing before preparation of cheque	PAO	Next day
6.	Preparation & issue of cheque	PAO	Next day
I	Proposals for grant in aid		
1	Preparation of proposals for release of grant w.r.t. budget allocation & as per POA after compiling requisite information	Dealing Asst.	Beginning of each quarter
2	Scrutinizing and submitting the proposal to	AAO (A/c)	Next day

	Competent Authority for approval before sending the same to govt. of Delhi		
3.	Final recommendation of the AO (A/c) for approval AO (A/c) -do-	Principal/HOO	2 days
4.	Approval of the Principal through HOO/AO for submitting the same to Govt. of Delhi		
J.	Scholarships, Fellowships, Part-time payments etc.		
1.	Marking the sanctions received from Academic section to dealing asstt.	DDO	Same day
2.	Preparation of bill after necessary entries in the registers concerned	Bill Clerk	Next day
3	. Passing the bill for payment to PAO	DDO	-do-
4.	Pre auditing before preparation of cheque	PAO	Next day
5	Preparation & issue of cheque	PAO	Next day
K.	Scrutinising purchase, Administration, project, TA clients involving foreign journey and other critical matters		
1.	Marking the proposal/file to the dealing asst	AO (A/c)/AAO (A/c) .	Same day
2.	Scrutinising, preparing proposals etc. as per rules for the approval	Dealing Asst.	1 to 3 days depending on the magnitude of the case
3	Submitting the proposal through AO	AAO (A/c)	Same day
4	Finalising the proposal for approval through HOO	DA	2 days
L	Bank Reconciliation		
1	Receipt of bank statements & marking the same to cashier	DDO	Same day(1 st week of month)
2	Preparation of BRS	Cashier	One day for each account
3.	Finalising the same for entries in the cash book	DDO	Next day
M.	Cash payments and other payments by Cashier		
1	Withdrawal of cash for the cheque receipt	Cashier	Next day
2.	Releasing the cash & other payments	Cashier	Same day

3.	Making relevant entries in Cash Book/Ledger	Cashier	-do-

Flow Process for issue of Information in respect of Purchase/Store Section

S.No.	Activity	Legal of action	Time Frame
01.	Tender Sale Information	Dealing Asstt,	Same Day
02	Limited Tender Information		“ “ Same Day
03	Technical wise qualified information		“ “ 10-15 days after opening of bid
04.	Financially qualified information i.e. L-1		One week
05	Detail of Purchase Order		“ One week
06.	EMD Return to Non-qualified firm		“ One week
07	Bank Guarantee return		1-2 weeks after completion of warranty period
08	EMD Return to L-1 Firm “ “ One week 09 Release of Sanction Order for payment		One week
09	Realease of sanction order for payment		2-3 week after recommendation from HOD/user

Procedure followed in decision-making process

[Section 4 (1) (b) (iii)]

With reference the Manual No. 3, it is submitted in narrative form that P. R. Section usually receives the requisitions for printing of various items of the institute and some of them are presently being done in P. R. Section. First and foremost P. R. Section receives the requisition for the Printing (any items) and then P. R. Section gets the approval from the competent authority likely through AO/ HOO/ Principal. After the Administrative Approval the tender enquiries are prepared along with specifications and sent to the printer by asking the response within 21 days. Having received the quotations within the stipulated period of time & date the meetings notice is prepared for calling the committee to open the received quotations. After opening & signed the quotations, the minutes and comparative Statements are made and is placed before the competent authority to be sent the Purchase Order to the lowest one or as desired by the committee/ competent authority. If permission accorded from the competent authority then the Purchase Order (s) is/ are mailed to the Printer (s)/ supplier(s). The

Printed material, which is supplied by the Printer (s)/ supplier (s) is/ are to be handed over to the requisitioner. The bills received from the printer are placed for expenditure approval before the competent authorities through AO/HOO /Principal. Having accorded the expenditure sanction the bills are entered in the relevant Register (s) and then sent to the Accts section for the payment.

The above processor takes different periods of time, which depend on various situations.

Submitted for information, please.

Presently the tendering is being done through the e-tendering mode as per instruction of Govt. of NCT of Delhi

S.NO	Activity	Level of action	Time Frame
1	Different games like Arm Wrestling Cricket, Chess, Carom, Football, Power Lifting, Table Tennis etc	All the games are conducted under the tight supervision of In charge	Throughout the academic year
2	Delhi University Intercollegiate Tournament	Teams are selected on the basis of individual and team performance.	3-4 Months
3	Invitational / Professional Intercollegiate Tournament	Teams are selected on the basis of individual and team performance.	4-5 days
4	Annual Sports and Athletic Meet And prize distribution ceremony	Meet is organized under the tight supervision of P.T.I and D.P.E in the college	2 days

Procedure followed in decision-making process

[Section 4(1)(b)(iii)]

Flow Process Chart for issue the reply/acknowledgement etc

S.No	Activity	Level of Action	Time frame
1	To receive application and put up a diary number	Dispatch clerk	Same day
2	Perusal of the application and to mark to the Assistant Librarian	AO	Same day

3	To collect the information ,access and recommend for approval/rejection of application to Admn Off	Assistant Librarian	. 3-4 days
4	To submit for approve/reject application to Principal	Admn Off	Next day
5	To sign and return to the concerned official	HOD	Next day

FLOW PROCESS CHART FOR DEALING/ ENTERTAINING REPRESENTATIONS OF THE EMPLOYEES

SNO	ACTIVITY	LEVEL OF ACTION	TIME FRAME
1	To received Request from student and put a into diary Like Annual Sports Farewell for final year students TLM_HAM Radio Freshers Party Alumni association Convocation Development of sports GYM	Dispatch (LDC) clerk	Same Day
2	To forward the request /letter to the concerned officer of the branch/section	Dispatch Clerk (LDC)	Same Day
3	Marking of the Application/ letter by the concerned officer to the dealing assistant	Acd branch	Same Day
4	Submission of application/ representation /letters by the Incharge in the concerned file to the Dealing Assistant	Incharge Acd branch	Second Day
5	If the request is in order and does not involve any financial implications, the same is submitted to the Principal, for approval/orders.	Dealing Assistant	Next day

4	If the request involves financial implications, the proposal is sent to A/cs branch for examination/ advice/vetting	Principal	Second Day
5	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the HOO for seeking approval/orders of the Principal,	AAO(A/c)	Second Day
6	The file is then down-marked to the Incharge who down marks the file to the dealing assistant.	1. Principal, 2. HOO	Same day
7	In accordance with the orders of the Principal, necessary draft orders/ replies are prepared for issuance.	Dealing Assistant Incharge Acd	1 day
8	Draft orders/ replies are approved for the competent authority for issue.	Principal,	Same day
9	Fair orders/ replies are submitted for signatures of the Principal On appending the signatures	. Dealing Assistant Principal	Same day
10	Nominate the working committee for Event of students	Principal	Second day
11	Formation the Committees for Event like.Refreshment Stationery Light and sound Stage and pandal Photography DJ Banners And send to the Principal for approval	Incharge Acd branch	Third day

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