

# **MANUAL 3**

Procedure followed in decision making process  
[Section 4(1)(b)(iii)]

<b>S.No</b>	<b>Activity</b>	<b>Level of Action</b>	<b>Time Frame</b>
1	Technical Advise	System Analyst to Sr. System Analyst to Secretary (IT)	10 days
2	Approval of e-Gov Projects	System Analyst to Sr. System Analyst to Secretary (IT)	10-15 days (in case presentations are required to be made by department, this may go up if department takes time to organize it.)
3	Empanelment of Vendors for AMC/data entry etc. after inviting bids through newspaper	Sr. System Analyst to Secretary (IT)	6-10 weeks
4	IT Training of Staff	Assistant Programmer	Conducted on regular basis. Two batches, one in forenoon and the second in afternoon
5	Setting up standards of IT goods/services	Sr. System Analyst to Secretary (IT)	01 Week