

SERVICES/TRANSACTIONS:-

Sl. No.	Service	Conditions/documents required	Timeline/ Flow	Fee	Responsible Officer	Mobile No	e-mail ID
1.	Preparation of schemes	Prioritize the need based demand of the Char people.	10 days after receipt of budgetary communication	Nil	Director, Char Areas Dev. Assam	94352-43103	Director_cada@yahoo.com
		Categories the priority of the schemes district wise	7 days	Nil			
		Prepare action proposal as per priority list of the schemes and are submitted to Govt. approval.	10 days	Nil			
2.	Notice Inviting tender	On receipt of the approved priority list, NIT is called through wide publicity through local/highly circulated news paper.	20 days for floating of NIT	Nil	Director, Char Areas Dev. Assam		
		As per tender procedure, committee is formed for the finalization of lowest tenderer of each scheme after scrutiny and verification.	7 days for scrutiny and finalization	Nil			
3.	Proposal submitted	After finalization of the lowest tenderer, the office of the undersigned submits the proposal of each scheme along with C.S., minutes etc to Govt. for approval of the scheme.	7 days for submitted proposal	Nil	Director, Char Areas Dev. Assam		

		After Govt. sanction, supply order is issued to the supplier with receipted delivery challan .	3 days	Nil			
4.	Demand of FOC	Then the demand for ceiling of fund is submitted to Govt. for release of sanction fund against each scheme.	10 days	Nil	Director, Char Areas Dev. Assam	94352-43103	
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5.	Received of FOC	On receipt of FOC, bill is submitted to Treasury for drawal of fund against the FOC	3 days	Nil	Director, Char Areas Dev. Assam	94352-43103	
6.	Payment	On completion of the supply works in good conditions/ works completed, payment is made to the party through RTGS.	7 days	Nil	Director, Char Areas Dev. Assam	94352-43103	

7.	Issuing information under RTI Act, 2005	<p>a. Availability of the information with the Directorate.</p> <p>b. Valid application</p> <p>c. BPL Certificate in case of BPL applicant.</p>	30 days from receipt of application	Rs. 10/- & Nil for BPL applicant	Director, Char Areas Dev. Assam	94352-43103	