3. The procedure followed in the decision making process, including channels of supervision and accountability

Sr. No.	Nature / Type of Work	Level at which the case is initiated	Name of the post which deals with cases before the decision making authority	Level at which Decision is Made
1	Court	Clerk	Reader	Presiding Officer / Judicial Officer.
2	Administrative Office	Dealing Clerk	Protocolcum administrative officer/Sr. Munsarim/Court Manager	District & Sessions Judge, Jaipur Metropolitan-I/ Nodal officer of concerned Committee Judge (Sr.Division)
3	Nazir Section	Nazir / Asst.Nazir	Sr.Munsarim	District & Sessions Judge / CJ (Sr. Div), Fines deposited next day, summons routed to Process Servers, witness diet money disbursed
4	Copying Section	Dealing Clerk	Head clerk	Superintendent (Sessions) / COC (Lower Court) / CJM. Applications entered into CD registers; copies prepared after fee court stamp.
5	Record Room	Dealing Clerk	Record Keeper	District & Sessions Judge / CJ (Sr. Div). Consigned files placed in Bastas; weed out as per High Court Rules Vol IV Ch 16
6	Malkhana Section	Dealing Clerk	Criminal Clerk	Judicial Magistrate (JM). Case property preserved; bail orders from High Court processed for release warrants
7	Statement Section	Dealing Clerk	Head Clerk	Nodal officer (Sr.Division)