

Manual - 8

Procedure followed in Decision Making Process

9.1 *What is the procedure followed to take a decision for various matters?*

In respect of Planning process the guidelines received from Planning Commission, Ministry of Home Affairs various Ministries of Government of India are taken into consideration.

In respect of Office Administration, the existing rules in force (Central Civil Service Rules) are applied.

9.2 *What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?*

In the technical line the decision making process starts at the level of POs who studies and process the proposal and put up to DD/JD/Director for examinations and finally the approval of the Government is obtained at the level of Secretary in-charge / CM / LG.

9.3 *What are the arrangements to communicate the decision to the public? Does not arise.*

9.4 *Who are the officers at various levels whose opinions are sought for the process of decision-making?*

Planning Assistants, Deputy Directors, Joint Directors, Director.

9.5 *Who is the final authority that wets the decision?*

Secretary in-charge / CM / LG as the case may be.