

**Chapter 9 (Manual 8)**  
**Procedure followed in Decision Making Process**

**Directorate level**

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)

Director takes all decision at the directorate level

- 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?

At the Directorate level decision relating to important matters is taken up by the Director in consultation with the sectoral officers or through different committees.

- 9.3 What are the arrangements to communicate the decision to the public?

Through the Information Wing of the department and the State Directorate of Information and Public Relations.

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

All Sectoral Officers

- 9.5 Who is the final authority that vets the decision?

The Director of Agriculture

- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

**1. Plant Protection Schemes**

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)

**Director takes all decision at the Directorate level.**

- 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?

**As per guidelines and norms of the Department.**

- 9.3 What are the arrangements to communicate the decision to the public?

**Through the Agriculture Information Wing, The District, Sub divisional and field level officers.**

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

**State Level ; Deputy Director (plant protection)**

**District Level ; D.A.Os and D.H.Os,**

- 9.5 Who is the final authority that vets the decision?

**The Director of Agriculture**

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.	
Subject on which the decision is to be taken	<b>Plant Protection matters</b>
Guideline/ Direction, if any	<b>As per guidelines/Norm of the Scheme</b>
Process of Execution	<b>Assisting Director in formulation &amp; execution of the Departments P.P. Programmes.</b>
Designation of the officers involved in decision making	<b>Deputy Director (Plant Protection) of which Director finally approve</b>
Contact information of above mentioned officers	<b>No Official Telephone</b>
If not satisfied by the decision, where and how to appeal.	<b>Appellate authority viz. The Director of Agriculture.</b>

## **2. Agriculture Information Wing**

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)

**Director takes all decision at the Directorate level.**

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?

**As per guidelines and norms of the Department.**

9.3 What are the arrangements to communicate the decision to the public?

**Through the different publicity media (print, electronic etc), the District, Sub divisional and field level officers.**

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

**State Level ; Director and subordinate officers of the wing  
District Level ; D.A.Os and D.H.Os,**

9.5 Who is the final authority that vets the decision?

**The Director of Agriculture**

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.	1.
Subject on which the decision is to be taken	<b>Agriculture Information matters</b>
Guideline/ Direction, if any	<b>As per guidelines</b>
Process of Execution	<b>Assisting Director in formulation &amp; execution and dissemination of the Departments Agriculture Information Programmes</b>
Designation of the officers involved in decision making	<b>Agriculture Information Officer of which Director finally approves</b>
Contact information of above mentioned officers	<b>22344</b>
If not satisfied by the decision, where and how to appeal.	<b>Appellate authority viz. The Director of Agriculture.</b>