

CHAPTER - 9 (MANUAL - 8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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	SUBJECT MATTER		-	DECISION LEVEL
		a)	Policy matter	-	Administrative Department.
		b)	Monitoring and Guidelines.	-	Directorate (Head of Department)
		c)	Implementation.	-	Deputy Commissioners and Sub - Divisional Officers.
9.2.	What are the documented procedure / 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?	DECISION LEVEL		-	PROCEDURE
		Administrative Department.		-	Views / suggestions of the Head of Department are examined and normally taken into consideration. The Minister incharge of the Department takes decision on important and policy matters while matters of routine nature are disposed of at the level of the Principal Secretary / Commissioner and Secretary / Secretary of the Department.
		Directorate Level (Head of Department).		-	Views and suggestions from the Deputy Commissioners and Sub - Divisional Officers are obtained and examined thoroughly. Draft policy decisions are formulated and submitted to the Administrative Department for final decision. However, in matters not involving policy of the Govt., the Director (Head of Department) takes decision.
		Deputy Commissioners and Sub - Divisional Officers.		-	The instructions / guidelines received from the Head of Department are followed. In certain matters like opening of Fair Price Shops and appointment of Dealers, Vigilance Committee, the proposal from the Local Village Durbars are always taken into consideration.

9. 3.	What are the arrangements to communicate the decision to the public?	a)	By Official Letters addressed individually.			
		b)	Public Notice or Press Note through the Information and Public Relations Department when ever interest of a large group / consumers are involved.			
9. 4.	Who are the officers at various levels whose opinions are sought for the process of decision making ?	DECISION MAKING		-	OPINION	
		Administrative Department.		-	Director of Head of Department.	
		Director (Head of Department).		-	a)	Deputy Commissioners / Sub - Divisional Officers.
		Deputy Commissioners and Sub - Divisional Officers.		-	a)	Local / Village Durbars.
				-	b)	Public representation.
				-	c)	Enquiry reports / findings of the officers under their control.
9. 5.	Who is the final authority that wets the decision?	DECISION LEVEL		-	FINAL AUTHORITY	
		Administrative Department.		-	Minister on Policy matters and Principal Secretary / Commissioner and Secretary / Secretary on routine matters.	
		Directorate (Head of Department).		-	Director.	
		Deputy Commissioners and Sub - Divisional Officers.		-	Deputy Commissioners and Sub - Divisional Officers.	
9. 6.	<i>Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.</i>					
PUBLIC AUTHORITY						
	ITEM / POINT	ADMINISTRATIVE DEPARTMENT	HEAD OF DEPARTMENT (DIRECTOR)	DEPUTY COMMISSIONERS / SUB - DIVISIONAL OFFICERS		
	Subject	Appointment of Govt. Nominees under TPDS	Appointment of non - Gazetted Officers	Appointment of Fair Price Shop Dealers		

	Guidelines / direction.	Appointment on certain criteria :-					
		a)	Financial capacity	a)	As per standing instructions / policy of Govt.	a)	Viability of the Fair Price Shop.
		b)	Availability of storage facility.	b)	Prescribed educational qualification	b)	Suitability of the applicant.
		c)	Recommendation of Deputy Commissioner (S), / Sub - Divisional Officers.			c)	Preference / choice of Consumers.
						d)	Recommendation of the Local / Village Durbar.
	Process of Execution	The Director (Head of Department) issues the appointment order after fulfillment of prescribed formalities.		Issue of appointment Orders.		Issue of appointment Orders.	
	Designation of Officers involved in decision making.	a)	Secretary of the Department.	a)	Director (Head of Department)	a)	Deputy Commissioners and Sub - Divisional Officers.
		b)	Director (Head of Department)	b)	Additional Director.	b)	Joint Director / Deputy Director Superintendent of Supply.
		c)	Deputy Commissioners and Sub - Divisional Officers.	c)	Registrar (Head of Department).	c)	Inspectors of Supply.
						d)	Sub - Inspectors of Supply.
	Contact Information of above mentioned Officers.	a)	Food Civil Supplies		PHONE NO		
		a)	PABX - 2513	a)	2224108	a)	In the respective Officers of the Deputy Commissioners / Sub - Divisional Officers.
		b)	PHONE NO. - 2224108	b)	PHONE NO. - 2225730	b)	
		c)	In the respective Districts / Sub - Divisions.	c)	PABX - 2383	c)	
	If not satisfied by the decision where / how to appeal.	-		Secretary, Department of Foods Civil Supplies and Consumer Affairs by petition.		Director, Food Civil Supplies and Consumer Affairs by petition.	