

CHAPTER IV

Section 4(i)(b)(iii)

Procedure followed in Decision Making Process

The Soil & Water Conservation Department follows the rules and procedures indicated in the Rules of Executive Business and the Manual of Secretariat Procedure (MOSP) in the decision making process.

The receipts are first diarized and entered in the File Tracking System (FTS). Then they are handed over to the dealing Assistant who will process the correspondence and put up the same to the Superintendent who endorses the file to the Under Secretary. The Under Secretary may dispose of routine matters at his/ her level. However, matters requiring the attention and direction of superior officers are put up to them through the Deputy Secretary or Joint Secretary. Policy matters, matters relating to promotions in the various cadres of the officers and staff of the Department and matters relating to the finances of the Department are put up to the Minister through the senior most Secretary for final approval.