

CHAPTER 9 (MANUAL 8)

9. 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)

- The receipt are firstly diarized and handed over to the dealing Assistant who will process in the file and put up to the Superintendent and in given to the Under Secretary / Deputy Secretary, and Commissioner & Secretary and higher authorities for final approval.

9.2 What are the document procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which decision processes move?

- The concerned dealing Assistant puts up the file to the Superintendent who will refer to the Under Secretary, Deputy Secretary, Commissioner & Secretary, Addl. Chief Secretary and Minister In charge of the Department as the case may be.

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

- The Officers in the rank of Under Secretary, Deputy Secretary, Commissioner & Secretary, Addl. Chief Secretary are sought for the process of the decision making.

9.4 Who is the final authority that vets the decision?

- The Minister In charge of the Department is the final and competent authority.

In accordance with the Rules and function as laid down in the Secretariat Manual