

Manual-8

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

1. What is the procedure followed to take decision for various matters?

In respect of Planning process the guidelines received from NITI Aayog, 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

2. What are the documented procedures/laid down procedures/Defined criteria/Rules to arrive at a particular decision for important matters? What are difference levels through which a decision process moves?

In the technical line, the decision making process starts at the level of Planning Assistant which studies and process the proposal and put up to the DD/JD/Director for examination and finally the approval of the Government is obtained at the level of Secretary in charge/CM/LG

3. Who are the officers at various levels whose opinion are sought for the process of decision making?

Planning Assistant, Deputy Directors, Joint Directors, Director

4. Who is final authority that wets the decision

Secretary Incharge/CM/LG as the case may be