

## **CHAPTER – 9 (Manual – 8)**

### **Procedure followed in Decision Making Process**

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

*Guidelines of Government of India and Government of Puducherry are being followed scrupulously.*

#### **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?**

*The Joint Director concerned/ Programme Officer in consultation with field level officers/ staff will initiate the proposal and the same will be processed by the Director of this Department and submitted to the Government for arriving decision in important matters.*

#### **3. What are the arrangements to communicate the decision to the public?**

*Intimation through the Department's Website, Media and Field Level Staff.*

#### **4. Who are the officers at various levels whose opinions are sought for the process of decision making?**

*The Joint Directors concerned and the Director.*

#### **5. Who is the final decision making authority?**

*The Commissioner-cum-Secretary to Government (AH)*