

CHAPTER – 9 (Manual – 8)

Procedure followed in Decision Making Process

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

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 different levels through which a decision process moves?*

In the technical line the decision making process starts at the level of Medical Officers / Head of Offices / Head of Institutions / Head of Programme Offices who studies and process the proposal and put up to Director for examinations and finally the approval of the Government is obtained at the level of Secretary in-charge / Health Minister / Chief Minister / Lt.Governor.

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

Does not arise.

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

Medical Officers, Head of Offices, Head of Institutions, Head of Programme Offices, Deputy Directors and Director.

5. *Who is the final authority that wets the decision?*

Secretary in-charge / Health Minister / Chief Minister / Lt.Governor as the case may be.