

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS  
SECTION 4(b) (1) (iii)**

**A. GOAL SETTING AND PLANNING**

<b>Description</b>	<ul style="list-style-type: none"> <li>- Annual plans and activities are prepared by various sections.</li> <li>- Coordination meetings of the sections are held on a regular basis to achieve the different targets.</li> </ul>
Decision Making Process	<ul style="list-style-type: none"> <li>- Proposal prepared by the various sections are then submitted to the H.O.D</li> </ul>
Designation of final decision making authority	<ul style="list-style-type: none"> <li>- Secretary.</li> </ul>

**B. BUDGETING**

<b>Description</b>	<ul style="list-style-type: none"> <li>- The Secretary along with the accounts section draws up the estimates under different budget heads for the coming financial year.</li> </ul>
Decision Making Process	<ul style="list-style-type: none"> <li>- The proposal is then submitted to the State Government through Secretary, SLAS for approval.</li> </ul>
Designation of final decision making authority	<ul style="list-style-type: none"> <li>- State Government.</li> </ul>

**C. FORMULATION OF PROJECTS/PROGRAMMES**

<b>Description</b>	<ul style="list-style-type: none"> <li>- Draft Project reports are prepared as per the requirement and objectives by the concerned section.</li> </ul>
Decision Making Process	<ul style="list-style-type: none"> <li>- On the approval of the Secretary the proposal is submitted to the funding agencies.</li> </ul>
Designation of final decision making authority	<ul style="list-style-type: none"> <li>- Secretary.</li> </ul>

**D. RECRUITMENT/HIRING OF PERSONNEL**

<b>Description</b>	<ul style="list-style-type: none"> <li>- Recruitment/ Hiring of Personnel is done as</li> </ul>
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	per the requirement basis/
Decision Making Process	- Selection of candidate is done through written examination and viva voice.
Designation of final decision making authority	- Hon'ble Speaker.

#### E. RELEASE OF FUNDS

<b>Description</b>	- The requirement of funds for various activities is raised by the Sections. The Funds are released annually as per the planning.
Decision Making Process	- The fund requirements are scrutinized by Secretary in consultation with the accounts section.
Designation of final decision making authority	- Secretary

#### F. IMPLEMENTATION /DELIVERY OF SERVICE

<b>Description</b>	- Every Section has a hierarchical setup with delegation of powers and duties. All official work is executed at different levels by the authorized personnel and put up to the next higher authority.
Decision Making Process	- The clerical staffs put up the files to the superior officers. The juniors officers then examines the proposal and seeks the opinions of their superior and accordingly the file is finally put up to the sectional head or if a serious matter than to the Secretary.
Designation of final decision making authority	- Sectional Head/Secretary.

#### G. MONITORING AND FEEDBACK

<b>Description</b>	- The Concerned Section monitors the implementation of a certain work or programme. The work is further evaluated and it findings submitted to the Secretary.
Decision Making Process	- Physical and financial targets are set and the inputs are then sought from the executing officers/stakeholders.
Designation of final decision making	- As per the delegation of power.

authority	
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**H. UNDERTKAING IMPROVEMENTS.**

<b>Description</b>	- Activities of the Sections are evaluated and the necessary changes are then incorporated. Feedback from the officials is highly prioritized to bring about dynamic changes.
Decision Making Process	- On the above basis various alternatives are considered and the rational changes are incorporated.
Designation of final decision making authority	- Secretary.