

CHAPTER-9 (MANUAL –8)

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)

As per the Government norms followed for the Corporate form of organisations.

9.2 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?

As per the Government norms followed for the Corporate form of organisations.

9.3 What are the arrangements to communicate the decision to the public?

As per the Government norms followed for the Corporate form of organisations.

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

Section heads, Managers, Factory Manager and Company Secretary by the Chief Executive Officer of the company (i.e., Managing Director & Joint Managing Director).

9.5 Who is the final authority that wets the decision?

Chairman of the Company and the Board of Directors.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

<i>Sl.No.</i>	
Subject on which the decision is to be taken	Purchases of Materials
Guideline/ Direction , if any	Government norms like Tender procedure / Manual, etc.
Process of Execution	Usual tender procedure.
Designation of the officers involved in decision making	Section heads, Managers, Factory Manager and Company Secretary by the Chief Executive Officer of the company (i.e., Managing Director & Joint Managing Director).
Contact information of above mentioned Officers	Through usual communication means.
If not satisfied by the decision, where and how to appeal.	To the Managing Director, To the Chairman.