

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)

The decisions for various business matters are taken by the District Technical Committee\ Team. This committee meets at least once a month.

9.2 What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrived at a particular decision for important matters? What are different levels through which a decision process moves?

As per guidelines and Respective sanction scheme.

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

- i.) Office Notice boards
- ii.) Public Authority – farmers meeting
- iii.) Awareness campaign
- iv.) Various training program
- v.) Media
- vi.) Agriculture Information Wing
- vii.) Extension arm of the office.

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

The subordinate officers at the District.

9.5 Who is the final authority that wets the decision?

The District Agriculture Officer is the final Authority that wets the decision for any matters at District level.

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

SL.NO.	
Subject on which the decision is to be taken	All Developmental Programs \ Schemes

Guidelines / Direction, if any	Guidelines as per sanction scheme.
Process of Execution	Through Subject Matter Specialists – Agril. Inspectors / Agril. Extension Officers – Agril. Demonstrators.
Designation of officers involve in decision making	District Agriculture Officer, Nongpoh Sub-Div. Agriculture Officer (Hqr) Nongpoh Asst. Plant Protection Officer, Nongpoh Asst. Agronomist, Nongpoh Agriculture Inspector (Hqr.) Nongpoh Agril. Inspector Bhoirymbong Agril. Inspector Jirang Agril. Extension Officer, Umling Agril. Extension Officer, Umsning
Contact information of the above mention Officers	C\o District Agriculture Officer, Nongpoh Ph.No. 03638-232716
If not satisfied by the decision , where and how to appeal	The Public Information Officer. (District Agriculture Officer, Nongpoh)