

CHAPTER 9 (MANUAL 8)

9.1 What is the procedure followed to take a decision for various matters (A reference to Secretarial Manual and rule of Business Manual and other rules/regulations etc can be made)

As per Meghalaya Secretariat Manual at Office procedure.

9.2 What are the document procedure/laid down procedure/defined criteria/rules/ to arrive at a particular decision for important matters? What are different levels through which a decision process move.

The following manuals are referred to arriving at a particular decision on important matters.

- 1) The Meghalaya Secretariat manual at Office procedures.
- 2) Rules of Executive Business.
- 3) FRs and Srs.
- 4) Financial rules.
- 5) The Assam and Meghalaya Disciplinary and Appeal Rules as adopted.

The different level through which a decision process moves are:-

- 1) The Director of Fisheries.
- 2) The Deputy Director of Fisheries.

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

The arrangement to communicate the decision to the public Notification and print media.

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

Director of Fisheries.

9.5 Who is the final authority that vets the decision.

The Commissioner and Secretary Fisheries.

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

Sl.No.	
Subject on which the decision is to be taken.	
Guidelines/Direction if any.	
Process at execution.	
Designation of the Officers involved in decision making.	Director of Fisheries.
Contact information at above mentioned address.	Phone Nos. 2520321(O), 2229767(R)
If not satisfied by the decision where and how to appeal.	