

Chapter – 9

(Manual – 8)

Procedure followed in decision making process: -

9.1 What is the procedure followed to take a decision of various matters (A reference to Secretariat Manual and Rules of Business Manual and other rules/regulation etc, can be made)

Views, comments are always obtained from District Controlling Officers regarding implementation of different Schemes including technical matters and processed in concerned Deputy Directors, Joint Director and ultimately to Director for approval. In so far as policy matters they are referred to Administrative Department for final approval after due processing from the Directorate.

9.2 What are the documented procedures laid down procedure. Defined criteria Rules to arrive at a particular decision for important matters? What are the different levels through which a decision process moves?

As stated above all technical matters are processed to concerned Deputy Directors/Joint Directors and ultimately to the Director for final decision.

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

Whatever decision is taken or for implementation of any Scheme the same are communicate to all District Controlling Officers for organization at the District field level under their respective jurisdiction involving also the public.

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

Opinions are usually sought mostly from the rank of the Officers of Deputy Directors/Joint Directors. There are times when an opinion is also sought from the District Controlling Officer when the matter concerned their jurisdiction.

9.5 Who is the final authority to vet the decision?

The Final Authority to vet the decision is the Director.

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

<p>Subject on which the decision is to be taken.</p>	<p>Mostly on those relating to schemes and programmes to be implemented in different District of the State. Selection of trainees for deputation to training course such as post graduate in Diploma in Sericulture; Diploma course in Handloom-Weaving. Certificate course training in Sericulture/Weaving and other matters.</p>
<p>Guidelines/Direction if any.</p>	<p>For schemes and programmes to be implemented the Five Years Plan projection are always consulted and followed. For selection of trainees to Diploma course, the educational qualification prescribe by Institutions of the Government of India is followed in respect of all the selection of trainees for undergoing training in Sericulture Weaving, prescribe qualification is already made.</p>
<p>Process of execution.</p>	<p>Plans and programmes are executed by the District Controlling Officer in their respective jurisdiction.</p>
<p>Designation of Officers involved in decision making.</p>	<p>Generally Officers of the rank of Deputy Directors, Joint Directors.</p>
<p>Contact information of above mentioned Officers</p>	<p>Directorate of Sericulture & Weaving, Lower Lachumiere, Meghalaya, Shillong.</p>
<p>If not satisfied with the decision, where and how to appeal.</p>	<p>The Directorate of Sericulture & Weaving may be contact personally after which necessary steps will be suggested on how to make the appeal.</p>