

## **Chapter – 9**

Procedure followed in Decision Making Process

9.1. What is the procedure followed to take a decision for various matters?

Decisions are taken based on the relevant rules and regulations prescribed by Government. In getting orders of the competent authority, the procedure prescribed in the Tamil Nadu Government Office Manual is followed.

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?

The papers relating to the subject is put up by the Assistant concerned to the section head as files along with notings quoting the relevant rules or Govt. Orders. The section head with his approval submits the files to Section Officers concerned. After perusal and approval by the Section Officers concerned, the file is put up to the head of office (through the Joint Director / Accounts Officer if the matter pertains to Schemes / Finance) for approval / passing of orders.

- 9.3. What are the arrangements to communicate the decision to the public?
- (i) The Transfer of Technology and approved results of Research and Development are communicated on the head of the department and to the District Officers concerned. The District Officers communicate if to the public through workshops, exhibitions, awareness meeting, Seminars, enlightenment programmes and group discussions.
  - (ii) Vide publicity is given through T.V., All India Radio, Magazines, Newspapers, Website (To be started shortly), Notice Boards.
  - (iii) Seminars, Farmers Meetings, Training Programmes, Exposure visits are also arranged through which decisions are communicated to the Public.
  - (iv) The policy decisions are announced to the public at the Assembly and through mass media by the Hon'ble Minister for Rural Industries.

- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?
- 1) Overall opinion is sought for from Joint Director of Sericulture, Office of the Commissioner of Sericulture, Salem.
  - 2) Regional / District Officers of this Department are consulted for issues relating to them.
  - 3) Extension and seed officers are consulted as field issues.
  - 4) In respect of issues involving farms, grainages, plantations, etc., opinions of the Deputy Director (Pre cocoon) of Sericulture is sought.
  - 5) In respect of issues involving reeling units, markets, etc., opinion of the Deputy Director (Post Cocoon) of Sericulture is sought.
  - 6) In respect of Formulation of Schemes, Preparation of Policy Note, etc., opinion of the Deputy Director (PLS) of Sericulture is sought.
  - 7) In respect of issues connected with cooperative societies, opinion of Asst. Director (I &C) / Industrial Co-operative Officers deputed from the Department of Industries and Commerce are sought.
  - 8) In respect of issues connected with Infrastructure facilities, opinions of Officers of Public Works Department are sought.
  - 9) In respect of issues involving audit, Finance, etc., opinions of the Accounts Officers deputed to this Department from Treasuries and Accounts Department are sought.
  - 10) In respect of issues connected with Establishment matters, Deputy Director (Admn.), Office of the Commissioner of Sericulture, Salem is consulted.

9.5. Who is the final authority that wets the decision?

Head of the department is the competent authority wets the decision to the extend of delegation by Government.

9.6. Information for the important matters on which the decision is taken by the public authority.

### I. Administrative

- 1) Government passes orders on the appeals prepared in respect of orders passed by the head of the department.
- 2) The head of the Department passes orders on the appeals preferred in respect of the orders passed by the Regional level Officers.
- 3) The Regional Officers passes orders on the appeal preferred in respect of orders passed by the district officers.

### II. Financial

Subject	-	Purchases and Sales
Guidelines	-	As per code rules
Process of Execution	-	Through Committees
Designation	-	Head of the Department
Contact	-	Head of the Department
Appeal	-	Government.

### **III. Technical**

- Subject - Assistance to the Beneficiaries.
- Guidelines - As per State and Central Government Rules
- Process - Through Selection Committees
- Officer - Head of the department
- Contact - Head of the department
- Appeal - Government.