

CHAPTER - 9 (MANUAL - 8)

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS

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9.1 Procedure followed in the decision making process :-

Municipal Printing Press is official printer for Municipal Corporation. The all activities, like pre-press operation, production, production analysis, stock level, delivery etc. is handled by PPC Section. (Production Planning and controll cell). As per Rules and regulations of M.C.G. M. & Sanction of Competent Authority.

Procedure followed in the decision making process for “Store Purchase”.Municipal Printing Press follow the procedure for purchase as guided by C.A.(F) department.

9.2 What are documents / 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 ?

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

News Paper, Website, MCGM Portal, Notice Board.

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

Concerned Incharge of chief personal officer, Division, Chief Acc. Office, Labour Office, Law Officer, Central Excise consultant.

9.5 Who is the final authority that wets the decision ?

Municipal Commissioner.

9.6 Provide information for the important matters on which the decisions is taken by Public Authority.

Not Applicable.

PPC- receive indents from consuming departments for schedule/non-schedule work and takes-care up to delivery of the goods.

Municipal Printing Press purchases raw-material/ allied materials required for printing, binding, pre-press operation etc.

9.3 Communication is through letters sent by post/courier & to make use of websites & newspapers.

9.4 The orders of the Competent Authority are obtained.

9.5 All the powers of granting approval are vested in Addl. Municipal Commissioner. However for smooth & quick disposal of the proposals some of the powers are delegated to D. M. C. (E) & Manager.

9.6 As there is no direct relation between Public & M. P. P. No decisions are taken by the Public Authority.