

# **CHAPTER IX (MANUAL-VIII)**

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS**

Procedure followed in the decision making process, including channels of supervisions and accountability :-

1. The main function of this department is to play an advisory role in respect of implementation of various personnel matters. As regards the individual issues, the same is discussed on the basis of existing rules, regulations, circulars and procedures followed from time to time.
2. If the issue is involved in policy decisions, sanction of the D.M.C. (G.A.)/ A.M.C.(City)/ M.C. is obtained.
3. As this department is part of decision making authority in personnel matters, the department has to examine the issues from administrative and legal point of view and obtain sanction/approval for the decision.
4. When the decision or policy is required to be adopted which involve financial liabilities, Dy.C.A.(Estt.)'s advice / opinion is obtained and the administrative approval is taken by submitting the proposals to D.M.C. (G.A.)/A.M.C. (City)/M.C.
5. When the important decision affecting the whole employees in the personnel matter is involved, views/remarks of Law Officer, Dy.C.A.(Estt.), Ch.L.O. or concerned department is taken by calling meeting and minutes thereof is recorded in writing and consolidated proposal is put up for the sanction / approval of D.M.C.(G.A.)/ A.M.C.(City)/ M.C.

The procedure followed in the decision making process, including channels of supervision and accountability.

- Proposals are submitted for Hon'ble Municipal Commissioner's sanction by Heads of Depts/Assistant Commissioners through concerned Deputy Municipal Commissioner / Additional Municipal Commissioner.
- Also sanction of Special Committees/ Statutory Committees, Corporation or State Government is sought as and when required.

Sd/-  
Chief Personnel Officer