CHAPTER – 9 (Manual – 8)

Procedure followed in Decision Making Process

1.	What is the procedure followed to take a decision for various matters?	Guidelines of Government of India & Government of Puducherry being followed in the implementation of various schemes.
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?	Application forms are available for public during office hours. Applications are scrutinized by the concerned officers.
3.	What are the arrangements to communicate the decision to the public?	Intimation through the Welfare Inspectors / Welfare Officers & by letter.
4.	Who are the officers at Deputy / various levels whose opinions are sought for the process of decision making?	Director concerned and the Director
5.	Who is the final authority that wets the decision?	Secretary to Government

* Applications are issued to the public in all working days. A staff is exclusively entrusted to issue and collect filled in applications. On receipt of the application and based on the report of the Welfare Inspectors' concerned and eligibility criteria prescribed in the relevant rules subject to the availability of funds Government sanctions / block sanctions was obtained. The Director issues item wise and name wise sanction and in an organized programmes and functions, preferably in the presence of elected representatives, Hon'ble Chief Minister/Minister.