

Manual No. (iii)

Procedure followed in the decision making powers including channels of supervision and accountability

The process of decision making starts with a matter being put up by the Assistants of the Department to the next higher authority. The Head of Administrative Department takes the final decision with the approvals as required from the Minister and consultations of concerned departments/agencies. **Procedurally**, decisions starts with perusal of dak by the **Head of Administrative Department** (HAD) and endorsement thereon .The case is processed further by the staff of the department and putting it up hierarchically to the higher authority for final orders. Matters which involve interpretation of financial rules and other relevant issues connecting therewith are decided in consultation and or on the advice of the Financial Advisers of the State Government. Wherever necessary and wherever the rules of Executive business provides for consultations, the department seeks the views and opinions of such other Departments, before a case is placed for consideration of the Department /Cabinet.

Channels of supervision and accountability are as per the Meghalaya Secretariat **Manual of office procedure**.