

MANUAL – 8

Procedure followed in decision Making process

- 9.1 **What is the procedure followed to take a decision for various matters? (A reference to Secretariat manual and Rule of Business manual, and other rules / regulations etc. can be made)**

The Office decides the matters according to the procedure laid down in various Acts and Rules and Government instruction

- 9.2 **What are the documented procedures / laid down procedures / define criteria / rules to arrive at a particular decisions for important matters? What are different levels through which a decision process moves?**

Administrative and financial matters decisions are taken for important matters as per the manuals and procedure laid down by the Government.

Decision making in through a chain of command from the Asstt. Registrar of Cooperative Societies Head Quarter upto the level of Joint Registrar of Cooperative Societies Head Quarter while a final decision is being done at the level of the Registrar of Cooperative Societies.

- 9.3 **What are the arrangements to communicate the decision to the public?**

Decision are communicated to the public by mean of Notifications, memorandum, and letters etc.