

Manual 3:

The procedure followed in its decision making process, including channels of supervision and accountability:

Technical matters and implementation of schemes are processed by a team led by the Special Officer, which are then supervised/approved through a chain going up through the Secretary/Commissioner & Secretary/ Principal Secretary/Deputy Chief Minister incharge IT as the case may be.

Administrative and Personnel issues are processed by the team headed by the Under Secretary, IT, which are then supervised/approved by the chain going up through the Secretary/Commissioner & Secretary/ Principal Secretary/ Deputy Chief Minister incharge IT as the case may be.

All proposals for expenditure relating to Plan money are prepared by the team led by the Special Officer, IT and thereafter scrutinised by a Departmental Committee under the Principal Secretary IT, consisting of the Commissioner & Secretary, the Secretary and Financial Adviser to the Department. The recommendations of the Departmental Committee, upon approval by the Minister constitute a necessary input for further scrutiny and subsequent concurrence by the Planning and Finance Department. The Department follows the instructions from Planning and Finance Department in this regard and functions as per powers delegated.