

CHAPTER 9 (Manual 8)

Procedure followed in Decision Making Process

Q.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)

Ans The Dealing Assistant will put up the matter with reference to relevant Rules & Regulations/office orders/Acts to the Section Superintendent/Administrative Officer, then to the Under Secretary/Deputy Secretary/Joint Secretary/Additional Secretary as the case may be and finally to the Member Secretary who will put up the matter to Chairman as and when required.

Q.9.2 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 ?

Ans As per subject matter, the prescribed Rules & Regulations, relevant Acts, relevant Office Order/Memorandum are referred and decisions are taken as per rules by officers at the level of Additional Secretary and Member Secretary. On major important matters decision is taken upto the Chairman of the Board/the Management Committee or the Board

Q.9.3 What are the arrangements to communicate the decision to the public?

Ans Notification/Advertisements in the Local & National Dailies as the case may be, official Gazette(Government of Meghalaya)

Q.9.4 Who are the officers at various levels whose opinions are sought for the process of decision making ?

Ans Member(Finance) & C.A.O, Member(Tech), Member(Hydro), Chief Engineers, Chief Medical Officer-Cum-AMA and Chief Security Officer-Cum-Vigilance Officer as the case may be

Q.9.5 Who is the final authority that vets the decision?

Ans The final authority that vets the decision is the Chairman/Management Committee/Board as the case may be

Q.9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	1(one)
Subject on which the decision is to be taken	All Policy matters
Guideline/Direction, if any	As provided in the existings Rules & Regulations, Acts etc
Process of Execution	The matter is put up to the Chairman, MeSEB, then to the Management Committee and finally to the Board
Designation of the officers involved in decision making	Chairman, MeSEB, Member(Tech), Member(Finance) & CAO, Member(Hydro), Member Secretary, Principal Secretary Govt. of Meghalaya, Power Department & Commissioner & Secretary, Govt. Meghalaya Finance Department
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Chairman, MeSEB
Sl. No.	2(two)
Subject on which the decision is to be taken	Annual Financial Statement/Budget estimates
Guideline/Direction, if any	As provided in the Electricity(Supply) Act, 1948
Process of Execution	The matter is put up to the Chairman, then to the Board, after the approval of the Board to the Meghalaya State Electricity Consultative Council, and finally to the Power Department for placing the same before the State Legislature
Designation of the officers involved in decision making	Chairman, MeSEB, Member(Tech), Member(Finance) & CAO, Member(Hydro), Member Secretary, Principal Secretary Govt. of Meghalaya, Power Department & Commissioner & Secretary, Govt. Meghalaya Finance Department
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Chairman, MeSEB

Sl. No.	3(three)
Subject on which the decision is to be taken	Administrative Sanction of Projects/Schemes
Guideline/Direction, if any	As provided in the Delegation of Financial Power to the Chairman and other officers of the Board(2000)
Process of Execution	The matter is put up to the Chairman, MeSEB, then to the Management Committee and finally to the Board
Designation of the officers involved in decision making	Chairman, MeSEB, Member(Tech), Member(Finance) & CAO, Member(Hydro), Member Secretary, Principal Secretary Govt. of Meghalaya, Power Department & Commissioner & Secretary, Govt. Meghalaya Finance Department
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Chairman, MeSEB

Sl. No.	4(four)
Subject on which the decision is to be taken	Land Acquisition
Guideline/Direction, if any	As provided in the L.A. Act 1894 (as amended)
Process of Execution	The matter is put up to the Chairman, then the matter is referred to the DC/Collector for initiating Acquisition proceedings, then to the Revenue Department, Government of Meghalaya for notification/declaration and finally to the Board
Designation of the officers involved in decision making	Chairman, MeSEB, Member(Tech), Member(Finance) & CAO, Member(Hydro), Member Secretary, Principal Secretary Govt. of Meghalaya, Power Department & Commissioner & Secretary, Govt. Meghalaya Finance Department
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Chairman, MeSEB

Sl. No.	5(five)
Subject on which the decision is to be taken	Eviction of unauthorized occupants in the Board's acquired land
Guideline/Direction, if any	As provided in the Meghalaya Public Premises(Eviction of unauthorized occupants) Act 1980
Process of Execution	The matter is put up to the Chairman, then it is referred to the concerned D/C for necessary action
Designation of the officers involved in decision making	Chairman, MeSEB
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Chairman, MeSEB

Sl. No.	6(six)
Subject on which the decision is to be taken	Recruitment of Class-II employees
Guideline/Direction, if any	MeSEB Service Regulations 1996
Process of Execution	On receipt of requisition from Heads of Department the matter is put up to the Chairman then to the Board for constitution of Selection Committee
Designation of the officers involved in decision making	Chairman, MeSEB
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Chairman, MeSEB

Sl. No.	7(seven)
Subject on which the decision is to be taken	Recruitment of Class-III & IV employees
Guideline/Direction, if any	MeSEB Service Regulations 1996
Process of Execution	On receipt of requisition, the matter is put up to the Chairman, for constitution of Selection Committees
Designation of the officers involved in decision making	Chairman, MeSEB
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Chairman, MeSEB

Sl. No.	8(seven)
Subject on which the decision is to be taken	Management of Security Wing of the Board for protection of Board's properties, vital installations etc
Guideline/Direction, if any	MeSEB Service Regulations 1996 & MeSEB Conduct Regulations 1996 on Service of Personnels
Process of Execution	The matter is taken up by the Chief Security Officer-Cum-Vigilance Officer to the Member Secretary then to the Chairman/Management Committee/Board as the case may be
Designation of the officers involved in decision making	Chairman, MeSEB/Member Secretary/Chief Security Officer-Cum-Vigilance Officer as the case may be
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Member Secretary, MeSEB

Sl. No.	9(nine)
Subject on which the decision is to be taken	Management of Medical Wing
Guideline/Direction, if any	As provided in Budget Estimates of the relevant Financial year
Process of Execution	The matter is taken up by the Chief Medical Officer-Cum-Authorised Medical Attendant to the Member Secretary then to the Chairman/Management Committee/Board as the case may be
Designation of the officers involved in decision making	Chairman, MeSEB/Member Secretary/ the Chief Medical Officer-Cum-Authorised Medical Attendant as the case may be
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I MeSEB Dispensary, Sumer Ribhoi District
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Member Secretary, MeSEB

Sl. No.	10(ten)
Subject on which the decision is to be taken	Management of MeSEB Schools
Guideline/Direction, if any	As provided in the Government Policy on pattern of Education as notified by the Education Department Government of Meghalaya from time to time
Process of Execution	The matter is taken up by the Member Secretary to the Chairman/Management Committee/Board as the case may be
Designation of the officers involved in decision making	Chairman, MeSEB/Member Secretary as the case may be
Contact information of above mentioned officers	MeSEB integrated Office Complex, Lumjingshai, Shillong-I
If not satisfied by the decision, where and how to appeal.	Application in writing addressed to the Member Secretary, MeSEB