

CHAPTER - 4 (MANUAL – 3)

Procedure followed in Decision Making Process including channels of Supervision and accountability.

Section 4 (1) (b) (iii)

1. Procedure followed – The Department follows the procedure laid down in the Rules/Regulations manual prescribed by the State Government from time to time.
2. For making decision involving policy matters, the Principal Secretary endorse the matter to the Minister Incharge for approval.
3. Supervision and accountability – The Principal Secretary who is the Head of the Department exercise General control and supervision of the Department and is responsible for smooth functioning and expediting the matter in the Department. The Principal Secretary is accountable to the Minister Incharge of the Department.