

CHAPTER – 4
Procedure followed in Decision Making Process,
including channels of supervision and accountability
[Section 4 (1) (b) (iii)]

1. **Procedure followed** – The Corporation follows the Road Transport Corporations Act, 1950 and the Meghalaya Transport Corporation Rules, 1976 and other relevant Acts and Rules and Regulations in decision-making process.
2. Any policy or important matter, after being examined by the Management, is placed before the Board of Directors in a Board meeting for consideration/approval. On approval of the proposal by the Board by a resolution, the policy is implemented by the Management.
3. A policy or any matter of importance is initiated and processed in relevant file by the Branch or Wing or Cell concerned. The matter is put up by the Office Superintendent to the Branch Officer concerned who examines and scrutinize the proposal and endorses the file to the next higher Officer, if any. The file then goes to the Managing Director, after consulting the Chief Accounts Officer or other Officers, as the case may be, for approval and for obtaining the concurrence of Chairman for placing proposal before the Board.
4. **Channel of Supervision**– The channel of supervision starts at the level of the Office Superintendent, in the Head Office. It goes on to the Branch Officer and onto the next higher authority in the Branch, if any, and then to the Managing Director, and to Chairman.
5. In the Subordinate Offices, the channel of supervision starts at the level of the Head Assistant and goes to the Assistant Depot Manager, if there is any, and the to the Depot Manger. In case of the technical staff, the channel of supervision starts at the level of the Foreman and goes on to Assistant Engineer, if there is any, and finally to Depot Manager.
6. **Accountability** - The Ministerial staff, including the Fourth Grade employees, are accountable to the Office Superintendent or Head Assistant in-charge, who in turn is answerable to the Branch Officer, and/or to the higher rank officer/(s), who are all accountable to the Managing Director.
7. Managing Director is accountable to the Chairman and to the Board of Directors. All other Officers and employees are accountable to the Managing Director, who is the Chief Executive Officer of the Corporation.