

Chapter-9 (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)**

Decision in respect of every issue is arrived at after processing the case as per rules and instructions of the Govt. and notified rules of the department and orders of the competent authority are obtained on the concerned file.

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?

In order to arrive at a particular decision for important matters reference of instruction issued by the Govt. in F. D. Manuals and Chief Secretary Manuals, Civil Services Rules and Financial Rules and also Precedent if any are taken into consideration.

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

The public are communicated through Internet Web site and Publications.

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

As per provisions in Punjab Civil Services Rules, Punjab Financial Rules and departmental rules.

9.5 Who is the final authority that wets the decision?

Principal Secretary Technical Education & Industrial Training (at Govt. level) and Director Technical Education & Industrial Training at Directorate level

9.6 Information separately in following format for the important matters on which the decision is taken by the public authority,

Sr. No.		
1	Subject on which the decision is to be taken	Administration, accounts, monitoring of technical institutes as per A.I.C.TE. Norms, Transfers, Promotions, ACP, DCRG, L.T.C. of Officers/Employees.
2	Guideline / Direction, if any	Instructions manual, CSR and P.F.R.
3	Process of Execution	Head of the Office/Head of the department.
4	Designation of the officers involved in decision making	Head of the Office/Head of the department.
5	Contact information of above mentioned officers	Through State Public information Officer and Assistant Public information Officer.
6	If not satisfied by the decision, where and how to appeal.	Appellate authority