

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) : **All Official business are dealt in different sections as per Record Manual.**

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 ? : **All the official records are dealt in as per provision of different Acts/ Rules and Guidelines.**

9.3 What are the arrangements to communicate the decision to the public ? : **Information will be given as per RTI Act & Rules,2005.**

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making? : **Intervention heads and DPC, DPEP/SSA, Subarnapur Subarnapur.**

9.5 Who is the final authority that wets the decision ? : **DPC, DPEP/SSA, Subarnapur**

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	
Subject on which the decision is to be taken	Information under RTI ACT,2005
Guidelines / Direction, if any	Reference to RTI Act & Rules
Process of Execution	Passing Order
Designation of the Officers involved in decision making	Public Information Officer
Contact information of above mentioned officers	DPEP/SSA, Subarnapur
If not satisfied by the decision, where and how to appeal	Appeal within 30 days before the 1 st Appellate Authority & ADM in proper form and affixing court fee as per RTI Act & Rules.