

Manual-8

Chapter-9

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)**

The facts of the case are given by the Assistant/Superintendent and the case is examined according to the instructions / rules and proposal is given by the intermediate authorities and decision is taken at the level of Additional Director-cum-Additional Secretary/Director-cum-Secretary/ Principal Secretary as per the level of disposal. The approval of Minister in-charge is also taken in matters where the disposal has been prescribed as Minister in-charge. In some cases the decision is taken after considering the matter by the committee constituted for the purpose. The agenda for such meeting is prepared by the concerned branch of the Industry Department. The above procedure has been elaborated in Secretariat Manual and the level of disposal has been given in rule of business and standing orders. The concerned departments have also issued instructions giving guidelines for taking decision for important matters.

**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 ?**

The procedure as explained in Para 9.1 has been elaborated in Secretariat manual, rule of business, standing orders, instructions, rules etc. and the decision is taken following the prescribed procedure.

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

The decisions where required to be communicated to the public are published in the newspapers , gazette notifications or are communicated to the public by proclamations with the beat of drum in the area concerned. The proceedings of the meetings where the committees have

been formed are also sent to the members including the representative of the public who are included in the committee. In individual cases, the communication is conveyed to concerned individual.

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

From Branch Incharge to the authority competent to take decision.

9.5 Who is the final authority that wets the decision ?

The decision is taken at the level of the authority competent to decide the matter as given in the standing orders.

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

Sr.No.	1.	2.	3.
Subject on which the decision is to be taken	Service matters.	Other matters except policy.	Policy Matters
Guideline/Directio n, if any	Punjab Civil Service Rules, Instructions, guidelines issued by the Govt.	Rules, Instructions, Policies pertaining to the subject matter.	Rules, Instructions, Decision of the Committees constituted in this respect.
Process of Execution	It has already been explained in para 9.1	It has already been explained in para 9.1	It has already been explained in para 9.1. In some cases the Policy decision are taken by the Committees constituted for the purpose.
Designation of the Officers involved in decision making	For service matters relating to the Directorate Senior Assistant,	Senior Assistant, Superintendent, Assistant Director/Deputy	Senior Assistant, Superintendent, Assistant Director/Deputy

	<p>Superintendent, Assistant Director/Deputy Director/Joint Director, Additional Director/Industrial Advisor, Director, Principal Secretary, Hon'ble Minister in-charge according to the level of disposal.</p> <p>For service matters to be decided at the Govt. level, Senior Assistant, Superintendent, Additional Secretary, Secretary, Principal Secretary, Hon'ble Minister in-charge according to the level of disposal.</p>	<p>Director/Joint Director, Additional Director/Industrial Advisor, Director, Principal Secretary Industries & Commerce, Punjab Hon'ble Minister in-charge according to the level of disposal.</p>	<p>Director/Joint Director, Additional Director/Industrial Advisor, Director, Principal Secretary Industries & Commerce, Punjab Hon'ble Minister in-charge according to the level of disposal. In some cases the decision are taken by the committees constituted for this purpose.</p>
Contact information of above mentioned officers.	The Contact information of above mentioned officers is given in manual 9	The Contact information of above mentioned officers is given in manual 9	The Contact information of above mentioned officers is given in manual 9
If not satisfied by the decision, where and how to appeal	Against the orders of the Additional Director, Director, appeal can be filed before the Govt. as provided in the civil	Against the order of the Additional Director, Industrial Advisor, Director appeal can be filed before the	Policy can be challenged before Judicial Courts.

	Services Rules & Instructions. In some cases the appeal can be filed against the order of the Govt. by making memorial before Hon'ble Governor.	Govt.	
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