

CHAPTER-9 (MANUAL-8)

Procedure followed in Decision making process

9.1 The procedure followed to take a decision for various matters has been laid down in the Orissa Secretariat Instructions and Rules of Business in detail. To take a decision in certain matter different rules/regulation framed in the Department are followed:

4.2 Letters, applications, files etc. are received in the Central Diary & Distribution Section, then sent to the concerned Branch Officers and Branch Officers send to the sections concerned. The Sections Officers mark the letter/applications/file in the name of dealing Assistants working under them. The dealing assistants receive the letter/applications/files from the diarist, process them in files examine them as per the existing rules/regulations/guidelines/instruction and put up to their Section Officer. Then the Section Officers put up them to their higher officers such as Under Secretary, Deputy Secretary, Joint Secretary, Additional Secretary, Special Secretary and finally to Commissioner-cum-Secretary for orders. Certain matters where Government approval is required are paid to the Hon'ble Minister of the Department/Chief Minister through the Secretary of the Department.

9.3 Decision of the Government is communicated to the Public through circular, notifications, letters, press and electronic media.

9.4 & 9.5 For the process of decision making opinions of Deputy Secretary, Joint Secretary, Additional Secretary and Special Secretary are taken. Commissioner-cum-Secretary is the final authority that makes the decision barring certain matters, which require the approval of Hon'ble Minister/Chief Minister.