

# **DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

**[Section 4(1)(b)(iii)]**

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## **DECISION MAKING PROCESS**

Normally the files are processed by the Office Assistants and route them through the concerned Superintendents to the Departmental Officers viz., General Managers. The decisions are taken by the General Managers with in the limit of the powers delegated to them. In the matters beyond the competency of the General Managers, the files are circulated to the Managing Director for taking decisions.

Regarding the fixation of purchase prices, finalisation of tenders and disposal of stocks, the files processed by the Section Assistants are routed to the General Manager (Marketing) through the Section Superintendents and the General Manager in turn circulates the files to the Managing Director. In all such matters, the Managing Director is the decision making authority.

In respect of the files dealing with Engineering works, the files processed by the Section Assistants are routed to the General Manager (Administration) through the Deputy Executive Engineer and the General Manager will be submitting the file to the Managing Director for decision making.

The Transport Officer will be submitting the files to the Managing Director through the General Manager (Administration) for taking decisions.

The files originating in the Finance Department from the Section Assistants on the fixed items of expenditure and also on the routine items with in the limit of budget provisions, will be submitted to the Deputy General Manager (Finance) who will forward them to the General Manager (Finance) for approval. The General Manager (Finance) will pass the expenditure vouchers within his competency and in case the expenditure is beyond his competency, he circulates the files to the Managing Director for taking decisions.

In the case of Domestic Requirements (DRs) business activity, the files are processed by the Section Assistants and routed to General Manager (DRs) through the concerned Superintendent and the Deputy General Manager who will circulate the files to the Managing Director for taking decisions.

## **CHANNEL OF SUPERVISION**

The Section Superintendent will be scrutinising the files processed by the Section Assistants and circulating the files to the Dy. General Manager. After supervision by the Dy. General Manager, the fill will be routed to the higher authority i.e. General Manager / Managing Director.

## **ACCOUNTABILITY**

The Section Assistant i.e. Junior / Senior Assistant is accountable for the incoming tappals and he shall submit the files to the concerned Superintendents. He is also accountable for the despatch of outgoing references after fair copying and for filing of office copies in the connected files after despatch. The Section Assistant shall also be accountable for proper maintenance of the Personal Registers duly recording necessary entries for the incoming tappals and the outgoing references.