

MANUAL NO.8

Clause 4 (b) (viii) of Chapter II

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The procedure to take a decision related to the document procedures/ laid down procedures/ defined criteria/ rules is as follows :-

- 1) The Sub Engineer starts the preparation of the proposal .
- 2) The Asstt.Engineer assists the Ex.Engineer in the preparation of the proposal/schedule/document etc.
- 3) The Ex.Engineer puts up the draft of the proposal/schedule/documents etc. to Dy.Ch.Engineer.
- 4) The Dy.Ch.Engr. recommends the proposal.
- 5) The approval /sanction is given by the Ch.Engineer.

The final authority as a departmental head is Ch. Engineer (CTI&RC). However, in the certain matters such as Budget or administrative sanctions, the matter is further referred to D.M.C.(Environment) /A.M.C.(City) for approval.

Subject on which the decision is to be taken	Training/Maintenance & General Administration
Guidelines /direction if any	Need based training of various MCGM Deptts.
Process of execution	After preparation of schedule the co-ordinators (Asstt.Engr.) fix up the dates of trainings & conduct the training programme through the help of various inhouse or outside faculties, experts in respective fields..
Designation of the Officers involved in decision making	Ch.E.(through proper channel)
Contact information of above mentioned officers	As per manual No.7
If not satisfied by the decision where & how to appeal	D.M.C.(Environment) [Contact No., 022-22620251 Ext.No. 4801 by making application