

Chapter-4

Manual: 3

Procedure followed in Decision Making Process

Proposals are prepared by the Manager/ Assistant Manager are submitted for sanction to Dy. Municipal Commissioner/Addl. Municipal Commissioner/Municipal commissioner through various agencies, [i.e. Chief Accountant (Regarding financial matters),City Engineer(Regarding construction, renovation and major repairs etc.),Law officer(Regarding Legal matters)] depending upon subject and the gravity of the matter.

Decisions of the competent authority is communicated to the members/public by Manager/ Assistant Manager and / or by Dy. Municipal Commissioner.

The offices at various levels are as under

1. Account officer of the concerned ward for financial subject.
2. Assistant Engineer (Maintenance) of concerned ward for seeking help to overcome problems regarding minor repairs.
3. Dy. City Engineer (Planning and Design) for subjects regarding renovation/ major repairs to the structure of swimming pools.
4. Executive Engineer (Mechanical and Electrical) for problems regarding electrical setup in the swimming pool and filtration of plant.