

## Procedure Followed in Decision-making Process

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

4.1 Describe the procedure followed in decision making by the public authority

#### A. Goal Setting and Planning

Description	- Annual Plans and activities are prepared by the various sections - Co-ordination meetings of the Department are held on a regular basis to set physical and financial targets
Decision-making process	- Proposals prepared by the various sections are submitted to the planning section of HRDD for scrutiny and necessary amendments
Designation of final decision-making authority	Secretary

#### B. Budgeting

Description	The Planning section along with the Accounts section draw up estimates under different budget heads for the coming financial year.
Decision-making process	The proposal is then submitted to the State Government through Secretary, HRDD for approval and sanction.
Designation of final decision-making authority	State Government

#### C. Formulation of Projects, Schemes and Programmes

Description	Draft Project Proposals are prepared as per the State Govt. and Govt. of India policies and objectives by the various sections.
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Decision-making process	On approval of the Secretary, the proposals are submitted to the Department of Planning & Development who forward them to the funding agencies.
Designation of final decision-making authority	State Government

**D. Recruitment/Hiring of Personnel**

Description	Appointment of teaching and non-teaching personnel on both regular and contract basis is done by the Recruitment Cell of the Department in coordination with the Department of Personnel.
Decision-making process	Selection of candidates is done through written Exam & Viva-Voce
Designation of final decision-making authority	State Government

**E. Release of Funds**

Description	The requirement of funds for various activities of the Department are requisitioned by the various sections of the Department as per actual. Funds are released by various funding agencies on an annual basis. They are also released as per the implementation plan in certain cases.
Decision-making process	The fund requirement prepared by various sections are compiled and scrutinized by the planning section of the Department. It is then forwarded to the Department of Planning & Development who after scrutiny forwards it to the appropriate funding agency which can be either the Govt. of India or an international agency.
Designation of final decision-making authority	State Government

**F. Implementation/Delivery of Service**

Description	Every section of the Department has a hierarchical setup with delegation of powers and duties. All official work is executed at different levels by the authorized personnel and put up to the next higher authority.
Decision-making process	The clerical staff regularizes various matters by filing them as per their subjects and put up the files to their superior officers. The junior officers then examine the proposals and seek opinions of superiors. The files are then put up with alternate suggestions for taking a decision on the matter. Depending on the nature of the matter, decisions are taken either by the head

	of the section or if the matter is of greater importance then by the Secretary or the State Government.
Designation of final decision-making authority	As explained above.

**G. Monitoring & Evaluation**

Description	The concerned section monitors the implementation of a certain programme or work. Work is also evaluated by the section and in certain cases outside agencies specializing in the relevant fields may be asked to evaluate the work and submit their findings to the Department.
Decision-making process	Physical and financial targets are set and inputs are sought from the executing officers/personnel as also from the stakeholders.
Designation of final decision-making authority	As per delegation of power

**H. Gathering Feedback from Public**

Description	The School Management Committee (SMC) comprises of residents of the area along with the school authorities. The SMC provides regular feedback on matters of school administration. The Department officials also attend Gram Sabhas regularly where there is active interaction with the members of the public.
Decision-making process	The inputs given by the SMC and the issues raised during Gram Sabhas are examined by the Department officials and processed as per the government guidelines.
Designation of final decision-making authority	Secretary

**I. Undertaking Improvements**

Description	Activities of the Department are constantly evaluated and necessary changes incorporated. Feedback of the public is given the highest priority in the process of evaluation. In certain areas, experts and outside agencies are also roped-in to bring about dynamic changes.
Decision-making process	On the basis of the findings of the evaluation process, various alternatives are considered and rational changes are incorporated.
Designation of final decision-making authority	Secretary