

CHAPTER -9

1. What is the procedure followed to take a decision for various matters?

In respect of Office Administration, the existing rules in force (Central Civil Service Rules) are applied.

2. What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Head of Offices / Head of Institutions /Assistant Library and Information Officer / Superintendent (Accounts/ Scheme/Estt) who studies and process the proposal and put up to Director for examinations and finally the approval of the Government is obtained at the level of Secretary in-charge / Art and culture Minister / Chief Minister / Lt.Governor.