

**Manual - 3**  
**Procedure followed in Decision Making Process**  
**[Section 4(1) (b) (iii)]**

Policy decisions are made and schemes are formulated by the 6 Dy. Directors at Head Office submitted through the Director for onward approval of the Secretary and then the Minister concerned for administrative approval. If the proposal involves financial expenditure than the file is routed through the Finance Department for final approval of the Finance Department.

**DECISION MAKING PROCESS – CHART**

