

MANUAL 3

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS

1. **Financial Matters:**

(i) Director DES is HOD and have the financial powers as per Delegation of Financial Power Rules issued by Finance Department and as per GFR.

(ii) Joint Director is the HOO and exercises the powers given under GFR.

2. **Technical Matters:** Statistical reports both administrative and surveys are approved at the level of Principal Secretary (Planning) GNCTD. These reports are released at the level of CM/ Minister in charge, GNCTD.

3. **Release of advertisement:** As per Hon'ble Supreme Court's guidelines.

4. **Matters relating to Administration:** All matters relating to administration like sanction of E.L., M.L., C.L., grant of increment are within the competence of HOO. Maternity/Paternity Leaves, Child Care Leave can be granted with the approval of HOD. All other administrative matters are governed as per service (CCS) rules.