

CHAPTER-9

Procedure followed in decision making process.

As far as District Industries Centre is concerned, all the works/functions such as implementation of various schemes etc. are being carried out in accordance with the provisions of manual of office procedure issued by the Government of Puducherry.

Preparation of Budget, distribution of sanctioned grants, obtaining additional funds, re-appropriation and allied matters are being carried out in accordance with the General Financial Rules 1968.

All the files /correspondences are routed through the Section Heads concerned and submitted to the Functional Manager as Head of Office and General Manager as Head of Department.

With regards to obtaining of sanctions, the proposals are sent to Government for their accordance.

The final decision will be taken by the General Manager / Secretary to Government (Ind. & Com), Puducherry.

Sl. No.	1
Subject on which the decision is to be taken	Budget preparation / re-appropriation and maintenance of accounts.
Guideline/Direction, if any	As per GFR 1968.
Process of Execution.	-do-
Designation of the officers involved in decision making	Functional Manager, General Manager.
Contact information of above mentioned officer.	District Industries Centre, Industrial Estate, Thattanchavady, Puducherry.
If not satisfied by the decision , where and how to appeal.	Approval will be obtained from the Secretary to Government (Ind. & Com)., Puducherry.

Sl. No.	1
Subject on which the decision is to be taken	No. of persons to be selected under MUPSES & PMEGP schemes for sanction of loan.
Guideline/Direction, if any	As per the relevant schemes.
Process of Execution.	-do-
Designation of the officers involved in decision making	Functional Manager, General Manager.
Contact information of above mentioned officer.	District Industries Centre, Industrial Estate, Thattanchavady, Puducherry.
If not satisfied by the decision , where and how to appeal.	Approval will be obtained from the Secretary to Government (Ind. & Com)., Puducherry.

Sl. No.	1
Subject on which the decision is to be taken	No. of persons to be selected under Training, Development of Handicrafts, Development of Coir and Development of Silk trainings.
Guideline/Direction, if any	As per Common G.O.
Process of Execution.	-do-
Designation of the officers involved in decision making	Functional Manager, General Manager.
Contact information of above mentioned officer.	District Industries Centre, Industrial Estate, Thattanchavady, Puducherry.
If not satisfied by the decision , where and how to appeal.	Approval will be obtained from the Secretary to Government (Ind. & Com)., Puducherry.