

Manual - 3

The procedure followed in the decision making process, including channels of Supervision and accountability.

- 1) For procurement of equipments involving expenditure above Rs. 10 Lakhs the proposal are processed through the Tender committee under the chairmanship of Joint. Municipal Commissioner (ME & H). (The Deans of major hospitals are members of the committee) & the draft letters to the Municipal Secretary seeking sanction of the Standing Committee are put up for approval of Add. Municipal Commissioner / Municipal Commissioner On receipt of Standing Committee's sanction the equipment are procured.
- 2) The proposal involving expenditure below Rs. 10 Lakhs are sanctioned at the level of Deans / Joint Municipal Commissioner / Add. Municipal Commissioner and equipment are procured.
- 3) As regards administrative & personal matters decision are taken at the level of Jt. Chief. Personnel Officer / Dy. Dean / Dean as per power delegated.
- 4) For the matters beyond the sanctioning purview of Dean the proposals are made to Joint Municipal Commissioner (M & EH) / Add. Municipal Commissioner / Municipal Commissioner for sanction.
- 5) The proposals regarding filling up of posts by promotions / selections are sanctioned at the level of Deans / Joint Municipal Commissioner (M & EH) / Add. Municipal Commissioner / Municipal Commissioner after they are scrutinized and cleared by the Personnel Department.

The Decisions related to public such as enhancement of charges, starting of new functions, temporary closure of any unit on account of repairs etc., Change in timing of services etc are communicated to public by displaying such decision on notice boards, through new papers or websites, and through announcement on T.V.