

## CHAPTER – 9 (MANUAL – 8)

### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS :-

**9.1.** The Social Welfare Department implements the policies of the Government pertaining to the subjects related to the department. Hence the department has no mechanism of its own to decision making.

**9.2.** The Government frames the Rules / Regulations of various matters. The Social Welfare Department prepares draft rules / regulations required to implement various schemes approved under plan will be submitted to government for approval. The procedures codified in the UT Act are being followed.

**9.3.** The Social Welfare Department gives wide publicity through daily newspapers about various welfare schemes implemented by the department. A citizen chart has already been published and distributed for all the departments to make aware of the welfare schemes / progress / concessions / privileges extended by this department.

**9.4.** The Secretary (Welfare), the Director of social welfare and Under Secretary (Welfare) are the officers for the seeking opinion in the process of decision making.

**9.5.** The Administrator as per the UT Act of 1963, is the final authority decision making.

**9.6.**

<u>Sl.</u> <u>.No</u>	
Subject on which the decision is to be taken	On all welfare schemes implemented by the Social Welfare Department
Guideline / Direction if any,	The directions / guidelines issued by the government are available in the Directorate of social welfare
Process of Execution	The Social Welfare Department executes the schemes as per the rules / regulations made by the government for each distinct scheme / programme etc.,
Designation of the officers involved in decision making	Secretary (Welfare) Director, social welfare Department
Contact information of above mentioned officers	Chief Secretariat, Ph. 2333271 Directorate of social welfare Ph.2336611
If not satisfied by the decision, where and how to approach	Chief Secretary to Government.