

## **Procedure followed in Decision Making Process**

---

The decision making process followed for service matters and personal claims are as per the guidelines contained in the Fundamental Rules and General Financial Rules. The matters relating to appointments, pay fixation and drawal of advances & loans are processed by the staff concerned and submitted to the Private Secretary to Lt. Governor for approval as Head of Office and to the Secretary to Lt. Governor as Head of Department, as the case may require. The criteria adopted in few of the cases is gisted below :-

Appointments/Postings	:: Secretary to Lt. Governor (Head of Dept)
Pay Fixation	:: Pvt. Secretary (Head of Office)
Stepping up of Pay	:: Secretary to Lt. Governor (Head of Dept)
Increment Sanction	:: Pvt. Secretary (Head of Office)
M.R./T.A./LTC Claim	:: Pvt Secretary (Head of Office)
GPF/HBA/MCA	:: Secretary to Lt. Governor (Admn. Secy)

In so far as petty and routine purchases are concerned, the Head of Office powers are exercise by the Pvt. Secretary to Lt. Governor. As for other major purchases, these are made under the powers delegated to the Secretary to Lt. Governor vide G.O.Ms.No.22, dated 23.2.85 of Finance Department. The files are accordingly processed and submitted for the approval of the Private Secretary or Secretary to Lt. Governor, as the case may be.

The Lt. Governor's discretionary Grant Fund is disbursed to the needy individuals and needy institutions after verifying the authenticity of the claims through Revenue Department or Social Welfare Department or any other Department concerned. The list of such identified institutions/individuals are submitted to the Lt. Governor for approval to grant the prescribed amount of Rs.250/= in the case of individuals and Rs.500/= in the case of Institutions.

The other major Fund viz., Lt. Governor's Welfare Fund that is operated in the Lt. Governor's Secretariat is administered by a General Committee comprising of the following

Lt. Governor	:: ::	Chairman
Chief Secretary	:: ::	Member
Secretary (Revenue)	:: ::	Member
Secretary (Welfare)	:: ::	Member
Secretary to Lt. Governor	:: ::	Member Secretary
Pvt. Secy to Lt. Governor	:: ::	Member-cum-Treasurer

The assistance from this fund is released to persons in distress, on request, to grant relief to cultural & charitable institutions affected by natural calamities, to grant financial assistance to persons thrown out of employment for reasons beyond their control and to do all other things incidental to the above objects. As and when requests are received from eligible persons, the file is submitted to the General Committee for approval to provide financial assistance to the needy cases. Each & every single case is granted financial assistance with the due approval of the General Committee.