

## **MANUAL III**

### **The procedure followed in the decision making process including channels of supervision and accountability**

The Heads of four Departments are responsible for the task assigned to the respective departments. They examine and coordinate the various proposals prepared by respective executives and submit their recommendations to the Executive Secretary for his approval. On getting approval from the Executive Secretary or the Chairman (as is the case) the orders are implemented by respective departments. Certain matters relating to policy formulation are time to time placed as agenda items in the JPC Apex Committee meeting and decisions obtained. Expenditures are monitored closely viz., internal audit, statutory audit and audit committee. The accounts are placed before the JPC Apex Committee and got approved.