

## MANUAL-3

### Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc. can be made).

The decision on various matters are taken based on the decisions of the Board of Directors of the Corporation, power delegated by the Board of Directors, office orders, circulars & notifications issued by the Corporation from time to time, Government circulars, Notifications & instructions, applicable Acts & Rules, Odisha Service Code etc.

2. What are the documented procedures/laid down procedures / Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Important decisions are made based on the decisions of the Board of Directors, applicable acts, rules & regulations, office orders, circulars, instructions etc. Files are processed for getting orders from the competent authority at different levels based on delegation of powers approved by the Board of Directors of the Corporation and directives of the State Government, Regulatory Authority. Officers at different ranks in the management are involved in the decision making process.

Proposals are initiated either at the Headquarters level or field office levels depending on the subject matter. The General Managers, Sr. General Managers, Chief General Managers, Functional Directors and CMD are important decision making authorities in the organization.

3. What are the arrangements to communicate the decision to the public?

The Corporation does not directly deal with the general public. Any information sought for by any person or organisation associates with the Corporation, the same are processed and decisions communicated to them in writing or mail and any other electronic mode.

4. Who are the officers at various levels whose opinions are sought for the process of decision making?

General Managers/ Sr. General Managers, Chief General Managers, Functional Directors and CMD are important officers in the company at various levels whose opinions are sought in the process of decision making.

5. Who is the final authority that vets the decision?

The final authority for vetting decisions depends on the nature of issue and the powers delegated to different officers by the Board of Directors. CMD is the final authority for most of the issues. Any matter beyond the power of CMD, the decision is taken by the Board. Also in some matters approval of Government is sought.

6. Important matters on which the decision is taken by the Public Authority.

*\*On project and procurement matters the decision is taken as per Delegation of Power (DoP) for Head Office and Zonal Office approved by the Board, which is available with Corporate Finance branch.*

*Similar on HRD matters decision is taken as per GRIDCO Officers Service Regulations and Non Executive Service Regulations approved by the Board. The documents are available with HRD Department.*

*The above may be collected from respective department heads.*