

Chapter-9 (MANUAL –8)

Procedure followed in Decision Making Process

- 9.1 **What is the procedure followed to take a decision for various matters ?** Decision is taken basing on Prevalent technical know-how / codes for design of safe and economical structures relating to Water Resources Development.
- 9.2 **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 ?** In addition to the above standard & codes, different publications of CBIP, India and other journal are also used. The final decision is taken by the C.E., D & R basing on the suggestions of A.D.s, D.D.s & Directors and in some cases Recommendation of TACs.
- 9.3 **What are the arrangements to communicate the decision to the public?** Not communicated to public.
- 9.4 **Who are the officers at various levels whose opinions are sought for the process of decision making ?** Described in para 9.2 and field experiences.
- 9.5 **Who is the final authority that vets the decision ?** Chief Engineer, Designs, Research & Quality Control .
- 9.6 **Information on important matters on which the the decision is taken by the public authority.**

Sl. No

- i. Subject on which the decision is to be taken
- ii. Guidelines / Direction, if any

- iii. Process of Execution

- iv. Designation of the officers involved in decision making
- v. Contact information of above mentioned officers
- vi. If not satisfied by the decision, where and how to appeal

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Design of the structures
BIS provision, information in publications and existing practices suitable for the site condition as specified vide 9.2
ADs do design and checking work of a structure under guidance from higher officers. The drawing branch consisting of Architectural Assistants, Draughtsmen and Tracers prepare drawing of structures basing on rough sketches prepared by ADs and DDs. Directors check designs and drawings before recommending to the CE, D & R for approval.
AD, DD, Directors and Chief Engineer.
Details given in chapter-10
Appeal can be made to EIC (P&D)

Sl. No

- i. Subject on which the decision is to be taken
- ii. Guidelines / Direction, if any

- iii. Process of Execution

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Quality of materials
BIS provision, information in publications and existing practices suitable for the site condition as specified vide 9.2
Sr. Lab.Asst. with the help of Embankment Inspector & Lab.Asst. test the laboratory materials in the central Laboratory under supervision of Asst. Engineers & guidance from Executive Engineer .Then the test results are entered in the prescribed proforma and sent to respective requiring authorities after necessary signature by the Executive Engineer of the division.

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| iv. | Designation of the officers involved in decision making | AEs, J.Es, Head clerk, Sr. Lab.Asst. & E.E. |
| v. | Contact information of above mentioned officers | Details given in chapter-10 |
| vi. | If not satisfied by the decision, where and how to appeal | Appeal can be made to Chief Engineer , Designs Research & Quality Control. |