

MANUAL-3

Procedure Followed in Decision Making Process

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

Q. 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)

A.1 A decision for and in OUIDF is always taken with the approval of Secretary, OUIDF who acts as the Chief Executive Officer of OUIDF, who places above decision in the meeting of the Board of Trustees for information/ perusal/ approval.

A.2: When a decision is taken on Policy matters, the same is processed in file by the Administrative Officer being the Head of the Office of Odisha Urban Infrastructure Development Fund (OUIDF) office, then it goes to Secretary, OUIDF (Spl. Secretary, Housing & Urban Development Department, Govt. of Odisha.), who submits the file to Addl. Chief Secretary/ Principal Secretary/ Commissioner/ Secretary in-charge of H&UD Deptt. who acts as Administrative Authority of OUIDF. It is up to the Administrative Authority of OUIDF to place the above matter in the Meeting of the Board of Trustees for approval/ perusal/ information of the Board of Trustees.

Q. 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?

A.1. Ordinarily, a matter is examine by the OUIDF Secretariat either by the Financial Advisor/ Sr. Project Manager or Administrative Officer in their respective areas. Then it is put up in file through the Administrative Officer to the Spl. Secretary, H&UD Deptt. & Secretary, OUIDF for a decision or otherwise. There after the Secretary, OUIDF takes a view or otherwise submit the file to the Addl. Chief Secretary, H&UD Deptt. for appropriate action / decision.

As regards important matters, except Policy Decisions, which are taken by the Board of Trustees through the above mentioned channels, other decisions are usually taken with the orders of Add. Chief Secretary/ Principal Secretary, H&UD Deptt. Development Commissioner-cum-ACS or Chief Secretary, the Chairperson of the Board of Trustees.

A.2 The above methodology has been prescribed in the Deed of Agreement executed between Housing & Urban Development Department on behalf of OUIDF and Director KfW, India, New Delhi as well as Govt. of India through Deptt. of Economics Affairs. There is no defined criteria/ rules to arrive at a particular decision for important matters.

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

A.1 In shape of leaflets, banner, the decision is communicated to the public by Administrative Officer, OUIDF, if needs be.

A.2: When the decision so taken is of paramount importance for any particular public in any Municipal area of ULBs, then OUIDF Authority through Administrative Officer may arrange to organize workshop to communicate the above decision which is paramount importance for the common residents.

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

A. In the grass root, it is the opinion of the Financial Advisor/ Sr. Project Manager/ Administrative Officer, whose opinions are sought for the process of decision making. If it is a case of the Administrative Authority of the OUIDF for taking a decision, then after obtaining considered opinion of Financial Advisor/ Sr. Project Manager/ Administrative Officer, the Secretary, OUIDF (Spl. Secretary, H&UD Deptt.) renders his opinion in the same file and submit the file to the Administrative Authority for decision.

Q. Who is the final authority that waits the decision?

A.1: The Board of Trustees is the Final Authority regarding the affairs of the Trust.

A.2: It is the Administrative Authority of OUIDF, i.e. Addl. Chief Secretary/ Principal Secretary/ Commissioner/ Secretary in-charge of H&UD Deptt., if it is a case of rest of the matters other than policy matters.

◆ Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	Subject on which the decision is to be taken.	Guidelines / Direction, if any	Process of Execution	Designation of the Officers involved in decision making	Contact information of above mentioned officers	If not satisfied by the decision, where and how to appeal
1	2	3	4	5	6	7