

Chapter -9 (Manual -8)

Procedure followed in Decision Making Process

- 9.1 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).**

Administrative approval

Administrative approval of various works/ projects relating to this department is granted by Administrative Secretary, Department of Water Supply & Sanitation, Punjab.

Technical Matter:

The detailed estimate of work/ project is then prepared by concerned Executive Engineer and sanctioned by Chief Engineer of respective Zone. The work is then got executed by appointing enlisted contractors whose rates are finalized on the basis of open tendering by the concerned Superintending Engineer/ Chief Engineer as per powers defined in Chapter-3 (Manual-2) above. Concerned Executive Engineer alongwith Sub Divisional Engineer and Junior Engineer supervise the execution of work and are responsible for quality of the work.

- 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?**

All the technical matters are finalized as per the procedure laid down in the PWD Manual of Order and Departmental Financial Rules, Manual of Water Supply and Sewerage, ISI codes and various guidelines issued by RGNDWM, Ministry of Rural Development Government of India/ Punjab Government.

- 9.3 What are the arrangements to communicate the decision to the public?**

Whenever a new scheme project for particular village for Water Supply or Sanitation is approved by the State Govt. or Centre Government, it is brought to the notice of Panchayat through J.E/SDE of the Department.

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

The opinion of Panchayats is taken to decide the site of work and feasibility of a new scheme. Concerned MLAs and Member Parliament's is also sought in the process of decision making for formulating a scheme/ project for Rural Water Supply and Sanitation.

9.5 Who is the final authority that vets the decision ?

In administrative matters the decision is made by Administrative Secretary/ Govt. of Punjab. Concerned Chief Engineer of the Wing is the final authority in all technical matters.

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

Subject on which the decision is to be taken	Water Supply & Sanitation Projects/ Schemes
Guideline/Direction, if any	As per guidelines/ directions explained in 9.1 above.
Process of Execution	Through enlisted contractors after open tendering.
Designation of the officers involved in decision making	Chief Engineer/ Administrative Secretary
Contact information of above mentioned officers.	Office of Chief Engineer (South) Punjab, Deptt. of Water Supply & Sanitation, The Mall, Patiala. Principal Secretary to Govt. Punjab, Deptt. of Water Supply & Sanitation, 6th Floor, Mini Secretariat, Sector-9, Chandigarh.
If not satisfied by the decision, Where and how to appeal.	Administrative Secretary/ Punjab Government