

## Chapter – 9 (Manual 8)

### Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and Other rules / regulations etc can be made)
- 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?
- 9.3 What are the arrangements to communicate the decision to the public?
- 9.4 Who are the Officers at various levels whose opinions are sought for the process of decision making ?
- 9.5 Who is the final authority that wets the decision ?
- 9.6 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	fixing of revised excise duties etc, license fee
Guideline / Direction, if any	To generate more revenue and raising of target
Process of Execution	through messenger and print Media
Designation of the Officers involved in decision making	Commissioner of excise, Secretary to ERTS , Principal Secretary to ERTS, Minister of Excise and Cabinet.
Contact information of above mentioned Officers	03642222686
If not satisfied by the decision, where and how to appeal.	to the Commissioner of Excise and Minister of Excise.