

Procedure followed in Decision Making Process:-

- 9.1 The procedures as laid down by the respective scheme guidelines are followed for all development programmes. Office administration and accounting as well as routine administrative matters relating to leave sanction / pay fixation etc. are referred to the FR/SR and recommendations of State Pay Commission.
- 9.2 Documented procedures are guidelines for implementation of state plan schemes, accounting procedures as set out in the Meghalaya Financial Rules, the Delegation of Financial Powers, Meghalaya FR/SR, Meghalaya Civil Service Rules (General provident fund), Meghalaya Civil Service rules (Pension), Traveling Allowance rules and Guidelines for Schemes issued by the Government of India and Government of Meghalaya for Central and State Sector Schemes respectively. The decision making process moves from the field level, then District level to the Directorate and then to State Government.
- 9.3 The decision is communicated vide letters to the public.
- 9.4 Horticulture Extension Officers / Horticulture Inspectors, Assistant Horticulturist, District Horticulture Officer, Joint Director Horticulture, Director of Horticulture and from the Director, to the Secretary of Agriculture, Commissioner of Agriculture, Principal Secretary and then to the Minister concerned at the State level.
- 9.5 At the District level the District Horticulture Officer is the final authority that vets the decision. At the Directorate level it is the Director and at the State Government level it is the Commissioner Agriculture / Principal Secretary Agriculture and finally the Minister in charge of the Department who vets the decision.