

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)	<p>Policy decisions - Rules of business of Govt. of Pondicherry and the Government of Union Territory Act, 1963.</p> <p>Appointments to various categories - in accordance with the Recruitment Rules for various categories.</p> <p>Administrative/Financial/Schemes - In accordance with the provisions of the relevant rules/regulations</p>
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?	<p>Opening of new schools, upgradation of existing schools - Pondicherry School Education Act, 1987 and Pondicherry School Education Rules, 1996.</p> <p>The Deputy Inspector of Schools/ Inspecting Officers/Director of School Education</p>
9.3	What are the arrangements to communicate the decision to the public?	The decision of the Government will be communicated to the public by letter/ circular as the case may be
9.4	Who are the officers at various levels whose opinions are sought for the process of decision making?	<p>Administration - Inspecting Officers/ Deputy Director (Admn.)/Director of School Education</p> <p>Accounting - Officer on Special Duty (Plan)/Senior/Junior Accounts Officers/ Drawing and Disbursing Officer</p> <p>Schemes/Other Welfare measures - Inspecting Officers/Director of School Education based on the decisions formulated/communicated by the Government.</p> <p>Opening/Upgradation of Schools - Inspecting Officers at various levels/ Director of School Education in accordance with the provisions of the Pondicherry School Education Act, 1987 and Pondicherry School Education Rules, 1996</p>
9.5	Who is the final authority that wets the decision?	The Officer entitled in accordance with the relevant Act/Rules/Guidelines as specified in Chapter-3 (Manual-2)

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	Guideline/ Direction	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)
1	Opening of new schools	Provisions under Pondicherry School Education Act, 1987 and Pondicherry School Education Rules, 1996 (Form-I)	On receipt of application, inspection by the Inspecting Officers to ascertain the fulfillment of conditions prescribed under the relevant Act and Rule	Deputy Inspector of Schools/ Deputy Director (Women)/ Chief Educational Officer, Pondicherry/ Karaikal/ Mahe and the Delegate to Director of School Education, Yanam as the case may be and the Director of School Education who is the authority granting the recognition	Office of the concerned Deputy Inspector of Schools/ Deputy Director (Women)/ Chief Educational Officer, Pondicherry/ Karaikal/ Mahe and the Delegate to Director of School Education, Yanam and Perunthalaivar Kamarajar Centenary Educational Complex	Tribunal constituted under Section 37 of the Pondicherry School Education Act, 1987
2	Upgradation of Schools	Provisions under Pondicherry School Education Act, 1987 and	On receipt of application, inspection by the Inspecting Officers	Deputy Inspector of Schools/ Deputy Director (Women)/ Chief Educational Officer,	Office of the concerned Deputy Inspector of Schools/ Deputy Director (Women)/ Chief	Tribunal constituted under Section 37 of the Pondicherry School

		Pondicherry School Education Rules, 1996 (Form-I)	to ascertain the fulfillment of conditions prescribed under the relevant Act and Rule	Pondicherry/ Karaikal/ Mahe and the Delegate to Director of School Education, Yanam as the case may be and the Director of School Education who is the authority granted the recognition.	Educational Officer, Pondicherry/ Karaikal/ Mahe and the Delegate to Director of School Education, Yanam and Perunthalaivar Kamarajar Centenary Educational Complex	Education Act, 1987
3	NOC for starting D.T.Ed. Course	Executive order/ guidelines issued by the Govt.	On receipt of application, inspection will be carried out by a inspection team constituted for this purpose in an executive order	Deputy Director (Ele. Edn.), Directorate of School Education, Pondicherry and the Director of School Education	Office of the Deputy Director (Ele. Edn.), Directorate of School Education, Pondicherry	Appeal to Competent Judicial Forum

4	Fixing of fee structure in D.T.Ed. courses in Private/ Unaided Teacher Training Institutions	Executive order/ guidelines issued by the Govt.	Committee constituted for this purpose	Committee constituted for this purpose	Committee constituted for this purpose in the Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Pondicherry	Appeal to Competent Judicial Forum
5	Issue of T.C.	Guidelines issued by the Directorate of School Education	Application submitted by the parent/ guardian of the student is processed to issue T.C.	Headmaster of the concerned Institution	Concerned School	Concerned Inspecting Officer
6	Change of Date of Birth in T.C.	Birth Certificate issued by the competent authority	Application submitted by the parent/ guardian of the student is processed to issue T.C.	Concerned Inspecting Officer	Office of the concerned Inspecting Officer	Director of School Education
7	Issue of duplicate T.C.	Guidelines issued by the Directorate of School Education	Application submitted by the parent/ guardian of the student is processed to issue T.C.	Headmaster of the concerned Institution	Concerned School	Concerned Inspecting Officer