

### **The procedure followed in the decision making process:**

#### **a) At Head Office level.**

The Directorate is involved in planning, coordinating, monitoring and evaluation of Technical Education Programmes, maintenance of standards, administration, direction, budgeting and auditing and implementation of Government policies pertaining to development of Technical Institutions.

The Director General is also the competent authority in matter of ex-India leave, promotions, transfers, and cases of appeal and punishment and policy matter with regard to group C and D posts.

#### **b) At Field Level**

In the field, Principal of the Polytechnic is responsible for overall planning and management of the academic and administrative activities of the institutes including optimal utilization of resources. Principal is the implementing authority of plans and policies of the Government notified from time to time. Principal performs the duties of Head of the office at the institute level. He is the competent authority for all cases of group D employees. Cases of group A, B & C also require the approval of Head of Institute before sending for the final approval at the Head Office.

### **Channels of supervision and accountability.**

In the Head Office PUC (Official letter) is dealt by Assistant, who puts up the file to the Superintendent/Deputy Superintendent who in turn submits this case to Assistant Director/Deputy Director/ Joint Director. Routine cases are finalized at the level of Joint Director/ Additional Directors whereas important cases are sent to the Director General / Director for the further approval.

In the field head of the Institute/Principal acts as head of the office. Some cases are disposed at the level of Principal and the cases, which require approval of Director or Government, are sent to the Head Office by the Principal.