

Manual 3- Procedure followed in Decision Making Process

71/c

4.1 What is the procedure followed to take a decision for various matters?

So far as Administrative and Financial matters are concerned rules like Central Civil Services Rules, Fundamental Rules and Supplementary Rules are referred to and the procedures laid down there in are followed. In case of Drugs and Cosmetics Act, and the rules framed thereunder the statutory procedure is followed.

4.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at particular decision for important matters? What are different levels through which a decision process moves?

The rules mentioned above are followed. The various levels through which decision process moves are Dealing Assistants, Assistant Accounts Officer(AAO)/Administrative officers(AO) in case of Administrative and financial matters and Dealing Assistants, Drugs Inspectors, Asstt. Drugs Controller and Dy. Drugs Controller in case of Drugs and Cosmetics Act.

4.3 What are the arrangements to communicate the decision to the public?

The department generally communicate the decision to the public through memo/letters.

4.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

In case of Administrative and Financial matters opinions of AAO and AO are sought, while in case of grant of licences or enforcement decision opinion of Drugs Inspectors, ADC are sought for decision making.

4.5 Who is the final authority that wets the decision?

In case of Administrative and financial matters the decision are wetted either by Head of Office or Head of the Department. In case of work under Drugs and Cosmetics Act the decisions are taken at the level of Licensing Authority and Area Controlling Authority.

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

Subject on which the decision is to be taken	Grant/Renewal of licences
Guidelines/Direction, if any	Drugs Cosmetics Rules 1945
Process of Execution	As stated under para 4.2 above
Designation of the officers involved in decision making	Licensing Authority, Assistant Drugs Controller, Dy. Drugs Controller, Drugs Controller
Contact numbers of above mentioned officers	22393704, 22393701, 22393702, 22391178, 22391179,
If not satisfied by the decision, where and how to appeal	Appeal lies with the State Government. In case of Govt. of NCT Delhi the appeal under the Drugs and Cosmetics Act and rules made there under lies with the Lt. Governor of Delhi.

1.11 -
S. Sundaranayagam
ADC