

THE PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :-

- a) Works have been distributed among the respective Managerial staff, Consultants and the Office Assistants maintain subject wise files and records.
- b) The concerned employee will put up note in the relevant file on any specific issue to his/her next superior stating therein the relevant facts and particulars.
- c) The respected Programme Officers and concerned employees will examine the issue and record their suggestions regarding the course of action to be followed.
- d) The proposal is then scrutinized at the level of Member Secretary, SH&FWS under NRHM Tripura.
- e) Final decision is taken by the Mission Director of NRHM Tripura or Principal Secretary (H&FW) or Minister of the Health & Family Welfare Department, as the case may be, according to the powers designated to each of them.

Every subordinate official is accountable to his superior official for the correctness of the facts and particulars stated in the note for arriving at a decision.