

CHAPTER – 9 (MANUAL – 8)

Procedure followed in Decision Making Process

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):

(I) Policy matter:

The Corporation have its Board of Directors. The Policy matters are placed before the Board. The agenda notes for particulars matters are prepared by the concerned divisional heads and the same are got approved by Competent Authority and it is forwarded to Company Secretary for inclusion in the agenda. The Company Secretary on receipt of the same compile it and put up draft before CMD as a whole for CMD's approval. On final approval of CMD, it is included in the agenda for Board of Directors for consideration. The Board considers the agenda in the meeting and if deem fit, approves the same with or without modification. The minutes are recorded and got approved by Chairman of the meeting and extracts of the decisions are circulated to concerned divisional Heads for necessary action.

(II) Approval of Annual Allocations to State Channelizing Agencies of NMDFC

The SCAs of NMDFC are required to furnish Annual Action Plans at the beginning of every Financial Year. The Annual Action Plan furnished by the SCAs are examined and keeping in view the availability of funds for the ensuing Financial Year and past performance of the respective SCAs, notional allocations are made, which are approved by the Competent Authority. The Corporation issues Letter of Intent to SCAs conveying the approved Annual Action Plan which are required to be countersigned by the Competent Authority of the concerned SCA as a token of acceptance.