

CHAPTER – 9 (MANUAL – 8)
PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS
[SECTION 4 (1) (B)]

9.1 THE PROCEDURE FOLLOWED IN DECISION-MAKING BY THE PUBLIC AUTHORITY.

Activity	Description	Decision making process	Designation of final decision making authority
Goal-setting & Planning	<ul style="list-style-type: none"> ➤ Infrastructure capital Works relating to roads, drains, buildings, water supply, Underground Drainage, Street Lighting, Projects etc. and their maintenance 	<ul style="list-style-type: none"> ➤ Administrative sanction for works with estimated cost up to Rs.20.00 Lakhs - Initiated by Municipal Engineer approval of tenders ➤ Administrative sanction for works with estimated cost above 20 Lakhs and below Rs.50.00 Lakhs – Initiated by The Municipal Engineer ➤ Approval of tenders for the above works Administrative sanction for works with estimated cost above Rs.50.00 Lakhs Initiated by the Municipal Engineer 	<p>Commissioner.</p> <p>Standing Committee</p> <p>Council.</p>
		E. Tender approval for the above works	Council.

	<p>Implementation of all Government Sponsored schemes like SJSRY</p> <p>A) USEP: B) DWCUA C) Trainings D) Revolving Fund E) APUSP</p>	<p>All the schemes are sponsored by the government, through its budget allocation.</p> <p>The Municipal corporation is the implementing authority. The Commissioner and the Executive Authority is vested with competency. The UPA Cell wing is the implementing unit</p>	Dy Commissioner
	<p>To provide free & compulsory education for all the children aged until they complete 14 years</p>	<p>The Commissioner submits the proposals the Government through the Council for establishment of schools.</p>	Government
Budgeting	<p>The Budget proposals for each Financial shall be prepared with the Corporation receipts, grants, and assigned revenues from the Government.</p>	<p>The Commissioner shall consolidate the budget proposals of the Heads of Depts., and place the same to the Corporation through Standing Committee</p>	Corporation
Formulation of programmes, schemes and projects	<p>MPLADS, APUSP, APURMSP, Plan and Non-Plan grant works etc.</p>	<p>Government(Central) Government (State) Urban Local Body Commissioner, Municipal Engineer flow chart indicates the hierarchy)</p>	<p>Commissioner, Council and Government. Depending upon the type of grants and their value)</p>
UPA	<p>SJSRY A) USEP: B) DWCUA C) Trainings D) Revolving Fund</p>	<p>Government (Central) Government (State) Urban Local Body Commissioner</p>	Commissioner

	Other Programmes Training's Fashion Technology , Micro Financing , Thrift and Credit Societies , Clusters and federations.	Corporation and the Government	Corporation and the Government
	Mid Day Meal & Badi Bata Infrastructure Development scheme D.P.E.P	The Commissioner and the Executive Authority is vested with competency as per the orders of the Govt.	Commissioner
Recruitment/ hiring of personnel	Junior Assistant/Record Assistants and other Class IV Employees Senior Assistant and equivalent Superintendents and equivalent R.O's. and Accountants Above T.P.B.Os/T.P.S/T. P.A/D.C.P& C.P Secretary/D. C.[R]/A.D.C A.O/A.E.O.A/ E.O.A	Commissioner Standing committee Corporation Government is the authority competent Director of town & Country planning, A.P Commissioner & Director of M.A &U.D Department, A.P. Director of L.F audit	<ul style="list-style-type: none"> ➤ Commissioner ➤ Standing Committee ➤ Corporation ➤ Government ➤ Director of Town & Country planning / ➤ Government ➤ Commissioner & Director of Municipal Administration/ ➤ Government ➤ Director of L.F. Audit/ Government
	Asst. Engineer / Asst. Municipa;. Engineer and above cadres.	Engineer-in-Chief (PH), A.P	Engineer-in-Chief (PH) / Govt.
Release of funds	Government Grant Works. General Works taken up by GMC	<ul style="list-style-type: none"> ➤ Government ➤ Initiated by M.E. Concerned. 	Government Commissioner / Standing Committee, Corporation.

	Financing , Thrift and Credit Societies , Clusters and federations, (SHG Bank linkage		
103 Complaint Cell	Through Complaint Cell, Registering Grievances, Call Centers, On-line complaint system.	Deputy Commissioner	Commissioner
Under Taking Improvements	Improvements in Civic Infrastructure with Govt. Grants GMC. funds.	Basing on the needs of the public and non-officials the A.E.s will initiate the proposals for such works and the same are routed through the Municipal Engineer.	Commissioner
USEP	<ul style="list-style-type: none"> ➤ The beneficiary shall apply with proposed trade to take up with particulars and Income / Residence certificates issued by MRO / Ration Cards ➤ The CD staff shall certify the eligibility Criteria. 	The subsidy will be released on receipt of consent letters from the banks , with the approval of the Commissioner	Commissioner
DWCUA	<ul style="list-style-type: none"> ➤ Group activities and eligibility criteria should be certified by the field staff of UPA Cell 	The subsidy will be released on receipt of consent letters from the banks , with the approval of the Commissioner	Commissioner