

**III ) The procedure followed in the decision making process, including channels of supervision and accountability.**

<i>Index</i>	<i>Type of work</i>	<i>Steps</i>	<i>Expected period</i>	<i>Channel of supervision &amp; accountability</i>	<i>Remarks</i>
1)	<i>Establishment</i>	<i>scrutiny, noting order,</i>	<i>General matter-5to30 days Urgent-2 to 3 days</i>	<i>Respective Clerk (Sr.clr.) Superintendent Asst. Director(NT) Administrative officer Asst. Director(Tech) Joint Director</i>	
2)	<i>Accounts</i>	<i>scrutiny, noting order,</i>	<i>15-30 days as per requirement of case</i>	<i>Respective Clerk (Sr.clr.) Superintendent Asst. Director(NT) Administrative officer Joint Director</i>	
3)	<i>Education matter</i>	<i>scrutiny, noting drafting, issue</i>	<i>1-2 days for time bound case</i>	<i>1)Respective Clerk (Sr.clr.) Superintendent Asst. Director(Technical) Joint Director 2)Programmer Asst. Director(T) Joint Director</i>	
4)	<i>Confidential matter</i>	<i>scrutiny, noting drafting, issue</i>	<i>10-15 days as per requirement of case</i>	<i>Stenographer Administrative officer / Asst. Director (NT) Joint Director</i>	

*Institute level decisions & policy matters are decided by the Principals of the respective institutes. Regional level administrative matters & policy matters which are referred to Regional level are decided by **The Joint Director, Regional office, Nagpur.***

*State level policy matters and administrative matters are referred to honorable **Director, Technical education, Mumbai** and also to honorable **Secretary Technical education, Government of Maharashtra** as when it is required through proper channel.*

*Every staff member of the office is accountable for his duties & responsibilities specified by higher authorities and Government time to time.*