

Punjab State Agricultural Marketing Board

Punjab Mandi Bhawan, Sector-65A, S.A.S. Nagar (Mohali)-160062

Right To Information Act - 2005

3rd Manual: The Procedure followed in the decision making process, including channels of Supervision and Accountability

1. What is the 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?)	Mainly, There are two wings namely General & Engineering wing in Punjab Mandi Board. These are further divided in various branches like Administration, Establishment, Marketing, Finance and Publicity. Different types of decisions are taken at different levels. Proposals comes Through from the bottom and after analyzing at various levels, competent authority takes the decision. Different Acts, Rules, Bye-laws, court judgments and instructions of Punjab Government are taken into consideration.
2. What are the documented procedures/ laid down Procedures/Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?	Establishment procedures have been laid by Punjab Government and time to time instructions are implemented in H.O. and its field offices.
3. What are the arrangements to communicate the decision to the public?	By post, Through e-mail, Through telephone
4. Who are the officers at various levels whose opinions are sought for the process of decision making?	Opinions of the concerned officers are necessarily taken. It is the total competency of the higher authorities to take opinions from some other officers also.
5. Who is the final authority that wets the decision?	Normally, Legal advisor, Through Legal branch wets the documents and orders of the competent authority are taken.
6. Time limit for taking decision, if any?	It varies from matter to matter. However few services have been taken under RTS. These services can be seen at http://mandiboard.nic.in/RTS/rts2011.html