

Section 4(1)(b) Sub Section (iii)**Procedure followed in decision making process**

Activity	Description	Decision Making Process	Designation of final decision making authority
Goal setting & planning	To lift the water samples and analysis to find out the flouride contents in water and to give suggestions and educate the pepole to bring awarness amoung the pepole	The Accounts Officer/ whoever incharge for planning section for administrative mattersand the chief Water Analyst and the Senior abnalyt of concened Lab for Technical aspects	Head of the Department and Director
Budgeting	Budget Release orders issued by finance department and the D.T.a. authorities are authorised the Budget	Do	Do
Formulation of programmes schems and projects	No centrally sponsered schems sanctioned to this department and Water Quality Monitering Labs and 4 dist Public Health Labs working in the state	Do	Do
Recruitment/ Hiring personnel	By promotion and Appointments by Out Sourcing through third party agency	Do	Do

Lay Secretary & Tr.Gr.I