

Manual – 3:- 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)? 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?

1. G.C.S. (General Rules of Services) Rules-2002
2. G.C.S. (Pay) Rules-2002
3. G.C.S. (Leave) Rules-2002
4. G.C.S. (Joining Time, Suspension, etc.) Rules-2002
5. G.C.S. (Travel Allowance) Rules-2002
6. G.C.S. (Pension) Rules-2002
7. G.C.S. (Pay & Other Allowances) Rules-2002
8. Medical Rules
9. Group Insurance
10. Departmental Inquiry
11. Classifications and Recruitment Rules (Govt. Offices/Employees)
12. Dearness Allowance (since 1984)
13. General Provident Fund
14. Gujarat Financial Rules

(2) What are the arrangements to communicate the decision to the public?

Information is given to the citizen through – fax, letter, e-mail, RPAD, hand delivery, website.

(3) Who are the officers at various levels whose opinions are sought for the process of decision making?

Stage of Submission IT Branch

No.	Subject	Step for re-commendation of Case	Step 1.	Step 2.	Step 3.
1	Information Technology Policy	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
2	CM/CS/GOI/MP/MLA Letters.	Branch	U.S.	-	-
3	Gujarat Informatics Ltd.	Branch	U.S.	A.S/ JS/ DS (IT)	-
4	Implementation of E-Governance with other dept.	Branch	U.S.	A.S/ JS/ DS (IT)	-
5	E-Governance Projects	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary

6	Commissioner of Science & Technology Office.	Branch	U.S.	A.S/ JS/ DS (IT)	-
7	I.T. Industrial Incentive Scheme	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
8	Science City Project	Branch	U.S.	A.S/ JS/ DS (IT)	-
9	Popularization of Science	Branch	U.S.	A.S/ JS/ DS (IT)	-
10	Regarding Work for SICN Project	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
11	Regarding Work for Website.	Branch	U.S.	A.S/ JS/ DS (IT)	-
12	Regarding Work for C.M. Web-center.	Branch	U.S.	-	Secretary
13	Regarding Work for Promotion of I.T.	Branch	U.S.	A.S/ JS/ DS (IT)	-
14	Regarding Work for E-Databank Project.	Branch	U.S.	-	Secretary
15	Regarding Work for Gyanganga Project.	Branch	U.S.	-	Secretary
16	Regarding Work for IACMMS Project.	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
17	Regarding Work for IWDMS Project.	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
18	Regarding Work for Center for Excellence Project.	Branch	U.S.	A.S/ JS/ DS (IT)	-
19	Regarding Work for MahitiShakti & Rural Connectivity Project	Branch	U.S.	A.S/ JS/ DS (IT)	-
20	Regarding Work for Venture Funde for Promotion of I.T.	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
21	Regarding Work for Infocity	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
22	Regarding Work for Hardware, Software	Branch	U.S.	A.S/ JS/ DS (IT)	-
23	Regarding Work for GSWAN Bill, GOL, TCIL	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
24	Regarding Work for I.T. Budget.	Branch	U.S.	A.S/ JS/ DS (IT)	Secretary
25	Regarding Work for Planning.	Branch	U.S.	-	-
26	Regarding Work for other Departments with I.T. Issues.	Branch	U.S.	A.S/ JS/ DS (IT)	-
27	Distribution of I.T. Budget for other departments.	Branch	U.S.	A.S/ JS/ DS (IT)	-
28	State Government LAN Policy	Branch	U.S.	A.S/ JS/ DS (IT)	-
29	State Government TSP Policy	Branch	U.S.	A.S/ JS/ DS (IT)	-
30	State Government AMC Policy	Branch	U.S.	A.S/ JS/ DS (IT)	-
31	A.G. Reference	Branch	U.S.		Secretary

32	Policy matters of GUJCOST	Branch	U.S.	A.S. (BT)	Secretary
33	All matters of Award, workshop, Discussion, Symposia, Training, Paper Presentation of GUJCOST	Branch	U.S.	-	Secretary
34	All matters of Executive Committee of GUJCOST	Branch	-	A.S. (BT)	-
35	All matters of Governing Body of GUJCOST	Branch	-	D.S	-
36	All proposal of Projects/research matter of GUJCOST	Branch	-	A.S. (BT)	Secretary
37	Organizing Science Fairs by GUJCOST	Branch	-	A.S. (BT)	Secretary
38	Approval of Award proposals of GUJCOST	Branch	-	A.S. (BT)	Secretary
39	Centrally sponsored schemes of GUJCOST	Branch	-	A.S. (BT)	Secretary
40	Planning/Budget matters of GUJCOST	Branch	-	A.S. (BT)	Secretary
41	Administrative Mattes of GUJACOST	Branch	-	A.S. (BT)	Secretary

Stage of Submission BT Branch

No	subject	Step for re-commendation of Case	Step 1.	Step 2.	Step 3.
1	Policy matters of GSBTM	Branch	U.S.	A.S. (BT)	Secretary
2	Gujarat Biotechnology Council matters	Branch	U.S.	A.S. (BT)	Secretary
3	All matters of Executive Committee of GSBTM	Branch	-	A.S. (BT)	-
4	All matters of Governing Body of GSBTM	Branch	-	A.S. (BT)	-
5	All project related matters of GSBTM	Branch	U.S.	A.S. (BT)	Secretary
6	Establishment of B.T.Park, vadodara	Branch	-	A.S. (BT)	Secretary
7	All matters related to seminar, workshop, training etc, Approval of the proposal of GSBTM	Branch	U.S.	-	Secretary
8	Matters Pertaining to B.T. Venture Fund	Branch	-	A.S. (BT)	Secretary
9	Planning/Budget matters of GSBTM	Branch	U.S.	A.S. (BT)	Secretary
10	Administrative Mattes of GSBTM	Branch	U.S.	-	Secretary

11	Policy matters of BISAG	Branch	-	A.S. (BT)	Secretary
12	All matters of Award, workshop, Discussion, Symposia, Training, Paper Presentation of BISAG	Branch	-	A.S. (BT)	Secretary
13	All matters of Executive Committee of BISAG	Branch	-	A.S. (BT)	-
14	All matters of Governing Body of BISAG	Branch	-	A.S. (BT)	-
15	All proposal of Projects/research matter of BISAG	Branch	-	A.S. (BT)	Secretary
16	Matters Pertaining to Space Application, Geo Informatics, EDUSAT Of BISAG	Branch	U.S.	A.S. (BT)	Secretary
17	All Educational Activities, Short Term Training Courses Organized by BISAG	Branch	U.S.	A.S. (BT)	Secretary
18	research projects work proposals of State/Central Govt's assigned to BISAG	Branch	-	A.S. (BT)	Secretary
19	Planning/Budget matters of BISAG	Branch	-	A.S. (BT)	-
20	Administrative Matters of BISAG	Branch	-	A.S. (BT)	Secretary
21	Policy matters of ISR	Branch	U.S.	A.S. (BT)	Secretary
22	All matters of Award, workshop, Discussion, Symposia, Training, Paper Presentation of ISR	Branch	-	A.S. (BT)	-
23	All matters of Executive Committee of ISR	Branch	-	A.S. (BT)	-
24	All matters of Governing Body of ISR	Branch	-	A.S. (BT)	-
25	All proposals of Projects/research matters of ISR	Branch	-	A.S. (BT)	Secretary
26	All proposals of Earthquake research Projects/ Educational Programs of ISR	Branch	U.S.	A.S. (BT)	Secretary
27	Allotment of land for the office of ISR	Branch	-	A.S. (BT)	-
28	research projects work proposals of State/Central Govt's assigned to ISR	Branch	U.S.	A.S. (BT)	Secretary
29	Planning/Budget matters of ISR	Branch	U.S.	A.S. (BT)	Secretary
30	Administrative Mattes of ISR	Branch	-	DS	Secretary
31	Reg. information asked by Finance Department/General Administration Department/S. & T. Department	Branch	U.S.	A.S. (BT)	-
32	MLA/MP/LOKSABHA/RAJYA SABHA/ Hon. Governors references	Branch	U.S.	A.S. (BT)	Secretary

33	All matters of Legislative/ LOKSABHA/RAJSABHA etc.	Branch	U.S.	A.S. (BT)	Secretary
34	Planning/Budget /Co-Ordination and Miscellaneous matters of branch's Work	Branch	U.S.	-	Secretary

Stage of Submission - Establishment

No	Subject	Step for re-commendation of Case	Step 1.	Step 2.	Step 3.
1	Establishment of class-1, 2 in the deptt./appointment/transfer/	Branch	U.S.	A.S.	Secretary
2	Establishment of class-3, 4 in the deptt.	Branch	U.S.	A.S.	-
3	Establishment of Stenographer in the deptt.	Branch	U.S.	A.S.	-
4	Confidential Report of Officers/ Employees of deptt.	Branch	U.S.	-	-
5	Inform about Opposite notice of Confidential Report	Branch	U.S.	A.S.	Secretary
6	(A) Matters related to creating post in deptt.	Branch	U.S.	A.S.	Secretary
	(B) Matters related to continuing, confirming posts in the deptt.	Branch	-	A.S.	Secretary
7	Repairing, Insurance & other matter regarding staff car	Branch	U.S.	A.S.	-
8	Regular appointment of Officers/ Employees	Branch	U.S.	A.S.	-
9	Deptt. Officers' C.T.C. matter	Branch	-	-	-
10	Departmental Inquiry of employees	Branch	U.S.	A.S.	Secretary
11	50-55 Review case	Branch	-	A.S.	Secretary
12	Appointment On mercy ground	Branch	-	A.S.	Secretary
13	Resignation from government service	Branch	U.S.	A.S.	Secretary
14	Deputation of officer/employees of deptt.	Branch	U.S.	A.S.	-
15	Employees Strike in department	Branch	U.S.	A.S.	-
16	Doctor's Certificate matter	Branch	U.S.	A.S.	-
17	Matters regarding declaration of moving/fixed assets of employee	Branch	U.S.	A.S.	-
18	Pay Fixation	-	-	-	-
	(1) Class-1 officers	Branch	-	A.S.	Secretary
	(2) Class-2 officers	Branch	U.S.	A.S.	-
19	Increment	-	-	-	-
	(1) Gazetted	Branch	-	A.S.	Secretary
	(2) Non-gazetted	Branch	U.S.	A.S.	-

20	Administrative Permission of Air Travel	Branch	U.S.	A.S.	-
21	Higher scale matter	Branch	U.S.	-	Secretary
22	Pension paper's matter	Branch	U.S.	-	Secretary
23	Sanctioning special increment for promote family planning.	Branch	-	A.S.	-
24	Training matter	-	-	-	-
	(1) Class-1, 2 officers	Branch	-	A.S.	Secretary
	(2) Class-3 employees	Branch	U.S.	A.S.	-
25	Department's telephone	-	-	-	-
	(1) Regarding payment of calls above fix limit	Branch	U.S.	-	Secretary
	(2) Telephone connection permit for officers	Branch	U.S.	A.S.	-
26	Matter regarding Copier/Fax/ Computer /Staff car.	-	-	-	-
	(1) Purchase	Branch	U.S.	A.S.	Secretary
	(2) Maintenance	Branch	U.S.	-	-
27	Application regarding employee's H.B.A.	Branch	U.S.	-	-
28	Sanctioning H.B.A. to Class-1, 2 Officers	Branch	-	A.S.	Secretary
29	Sanctioning H.B.A. to Class-3, 4 employees	Branch	-	A.S.	-
30	Submission of H.B.A. documents of employee	Branch	U.S.	-	-
31	Time limit extension of H.B.A. documents submission	Branch	-	A.S.	-
32	Staff Meeting	Branch	U.S.	A.S.	-
33	Tea-snacks Bills/ News Paper Bills	Branch	U.S.	A.S.	-
34	Training Class of Gujarati/ English / Hindi language	Branch	U.S.	-	-
35	Permission to Employee for constructing house in Gandhinagar after selling house constructed elsewhere even if the government has allotted land to the employee	Branch	-	A.S.	Secretary
36	Leave, LTC, Encashment of Class-3 employees	Branch	U.S.	-	-
37	Leave, LTC, Encashment of class-2 Gazetted officer	Branch	-	A.S.	Secretary
38	Leave, LTC, Encashment of class-1 officer (Dy. S.O. & above officers)	Branch	U.S.	A.S.	Secretary
39	Sanctioning of Medical allowances to Class-III employees in special cases	Branch	U.S.	-	-
40	Service & Establishment related matters of Class-4 employees (Leave, LTC matter)	Branch	U.S.	-	-

41	Matters of admission in Group Insurance Scheme / change in group/nominee of insurance	Branch	U.S.	A.S.	-
42	At time of Death/Retirement repayment of amount from Insurance/Savings Fund	-	-	-	-
	(A) Class-1, 2	Branch	-	A.S.	Secretary
	(B) Class-3, 4	Branch	U.S.	A.S.	-
43	Correspondence related to Group Insurance Scheme/ Information about Change/Increase time period	Branch	U.S.	-	-
44	Opening of General Provident Fund Account/Change of nominee	Branch	U.S.	-	-
45	Cases of Temporary Advance from GPF/ Sanctioning Part final withdrawal	-	-	-	-
	(A) Cases of Class-1	Branch	-	A.S.	Secretary
	(B) Cases of Officers except Class-1/employees cases	Branch	-	A.S.	-
46	Sanctioning of Vehicle Allowance (other than Motorcar)	Branch	-	A.S.	-
47	Other matter related to Vehicle Allowance	Branch	U.S.	-	-
48	Cycle, Fan, Food grain & Festival Allowance	Branch	U.S.	A.S.	-
49	Travel Allowance Advance	Branch	U.S.	-	-
50	Matters related to Govt. quarters	Branch	U.S.	-	-
51	Cases related to payment of GPF				
	(A) Class-1, 2	Branch	U.S.	-	Secretary
	(B) Class-3, 4	Branch	-	A.S.	-
52	Matters related to send class-4 employee for Training	Branch	U.S.	A.S.	-
53	Matters of appointment of daily wagers	Branch	U.S.	A.S.	-
54	To give Uniform & Sandal/ Shoes/ Umbrella to class-4 employee.	Branch	U.S.	-	-
55	Matters related to Computer Training Module-1, 2 (Employee Class-2, 3)	Branch	-	A.S.	-
56	Matters related to Computer Training Module-1, 2 (US/DS)	Branch	-	A.S.	Secretary
57	Payment of Petrol Bill/Payment of Bill regarding staff car maintenance	Branch	U.S.	A.S.	-

Stage of Submission Budget Branch

S. No.	Subject	Step for recommendation of Case	Step 1.	Step 2.	Step 3.
1	Matters related to New Item	Branch	U.S.	A.S.	Secretary
2	Matters related to Continuing Item	Branch	U.S.	-	Secretary
3	Matters related to Governor's/Finance Minister's budget speech	Branch	U.S.	-	Secretary
4	Allotment of Plan/Non Plan Grant	Branch	U.S.	A.S.	Secretary
5	Matters related to Annual Development Scheme	Branch	U.S.	A.S.	Secretary

(4) Who is the final authority that wets the decision?

Secretary, Department of Science & Technology

(5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	1
Subject on which the decision is to be taken	Information Technology
Guideline / Direction, if any	Policy, Circulars, GRs
Process of Execution	Implementation through the HODs.
Designation of the officers involved in decision making	<ol style="list-style-type: none"> 1. Secretary 2. Deputy Secretary (IT) 3. Under Secretary (IT) 4. Section Officer (IT)
Contact information of above mentioned officers	<p>Secretary Department of Science & Technology Block No. 7, 5th Floor, New Sachivalaya, Gandhinagar, Gujarat – 382 010. Tel. 079-23250321 Fax.079-23250325 e-mail: secdst@gujarat.gov.in</p> <p>Deputy Secretary (IT) Department of Science & Technology Block No. 7, 5th Floor, New Sachivalaya, Gandhinagar, Gujarat – 382 010. Tel. 079-23250438 Fax.079-23250325 e-mail: dsit@gujarat.gov.in</p>

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Sl. No.	1
Subject on which the decision is to be taken	Biotechnology
Guideline / Direction, if any	Policy, Circulars, GRs
Process of Execution	Implementation through the HODs.
Designation of the officers involved in decision making	<ol style="list-style-type: none"> 1. Secretary 2. Additional Secretary (BT) 3. Under Secretary (BT) 4. Section Officer (BT)
Contact information of above mentioned officers	<p>Secretary Department of Science & Technology Block No. 7, 5th Floor, New Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250321 Fax.079-23250325 e-mail: secdst@gujarat.gov.in</p> <p>Additional Secretary (BT) Department of Science & Technology Block No. 7, 5th Floor, New Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23254603 Fax.079-23250325 e-mail: asbt@gujarat.gov.in</p>

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