

**MANUAL****3****: DECISION MAKING**

- 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?
- What are the arrangements to communicate the decision to the public?
- Who are the officers at various levels whose opinions are sought for the process of decision making?
- Who is the final authority that vets the decision?
- Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.
- GSRDC Board has full powers to take decision in Administrative and financial matters within framework of directives issued, rules and regulations laid down by State Government for Public Sector undertakings, and provision of company's Act 2013

<b>Administrative purpose</b>	
• Subject on which the decision is to be taken	Administrative matter
• Guideline / Direction, if any	Companies Act 1956 and Govt. dive five for PSU
• Process of Execution	As definition Guidelines
• Designation of the officers involved in decision making	Assistant Company Secretary /General Manger (Project)/ General Manger (Finance) / Administrator Officer Managing Director Board of Director
• Contact information of above mentioned officers	Gujarat State Road Development Corporation Ltd Ground Floor, Nirman Bhavan, 079-232-52912/15.
• If not satisfied by the decision, where and how to appeal	Managing Director

<b>Technical purpose</b>	
• Subject on which the decision is to be taken	Technical matter
• Guideline / Direction, if any	R&B specification, IRC/MORT & H Guidelines
• Process of Execution	-
• Designation of the officers involved in decision making	Manager (Projects) General Manager (Projects) / Dy. Exe. Engineer / Dy. General Manager (Project) Managing Director Board of Directors,
• Contact information of above mentioned officers	Gujarat State Road Development Corporation Ltd Ground Floor, Nirman Bhavan, Sector No. 10 –A, Gandhinagar. 079-232-52912/15.
• If not satisfied by the decision, where and how to appeal	Managing Director

<b>Financial Matters</b>	
• Subject on which the decision is to be taken	Financial matter

• Guideline / Direction, if any	GSRDC Account Manual
• Process of Execution	-
• Designation of the officers involved in decision making	Assistant Manager (Projects) / General Manager (Projects) / Dy. General Manager (Projects) / General Manager (Finance) Managing Director Board of Directors
• Contact information of above mentioned officers	Gujarat State Road Development Corporation Ltd Ground Floor, Nirman Bhavan, Sector No. 10 –A, Gandhinagar. 079-232-52912/15.
• If not satisfied by the decision, where and how to appeal	Managing Director

Project Development on Private Sector Participation	
• <b>Subject on which the decision is to be taken</b>	<b>Project Development on Private Sector Participation</b>
• Guideline / Direction, if any	GID Act 1999, Planning Commission of India Guideline
• Process of Execution	-
• Designation of the officers involved in decision making	Manager (Project) / DGM (Project) General Manager (Project) Managing director Board of Directors GIDB
• Contact information of above mentioned officers	Gujarat State Road Development Corporation Ltd Ground Floor, Nirman Bhavan, Sector No. 10 –A, Gandhinagar. 079-232-52912/15.
• If not satisfied by the decision, where and how to appeal	Managing Director

**The procedure followed in the decision making process, including channels of supervision and accountability of the following:**

- Delegation of Powers to Managing Director
- Delegation of Powers to Officers of company by Managing Director

#### References

- Company's Act 2013
- Accounting Manual
- G.R. for PSU published by Finance Dept of GoG.
- Roads and Buildings department specification for roads, bridge and building
- Indian Road Congress Circulars / Hand books / guideline
- MoRT&H Technical circular