

(iii) **The procedure followed in the decision making process, including channels of supervision and accountability;**

The Corporation has the following Divisions which are headed by Superintending Engineer/Sr.Arch. and Sr.Managers: -

1. Project Promotion Division.
2. Project Finance & Accounts Division.
3. Legal Division.
4. Administration Division.
5. Engineering /Arch. Division.

Procedure followed:-

All letters are received by the Private Secretary to the Managing Director who after marking the same to the concerned Head of Division send to the Diarist for diarising /forwarding to the respective officer under proper receipt. The Head of Division then mark the letters to his next subordinate officer/official for processing the same on the file. The dealing Assistant then process the case on the concerned file, submit the same to the next officer. The second line officers submit the files to the Head of Division who then submits the files to the Managing Director/Board of Directors for approval as the case may be. Cases involving financial matters are routed through the FA/Accounts Section. All policy decisions are taken by the M.D./Board of Directors.