

**SECTION 4 (1) (b) (iii)**

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

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. Day 1/.... Day16 etc.	Authority Responsible for that activity	Remarks
1	Administrative Approval	The procedure requires duration depending upon nature of work, cost involved and priority, budget allocation. <ul style="list-style-type: none"> <li>Normally for work costing upto Rs.50000 time required is 15 days</li> <li>For work costing upto Rs.5 lakhs time required is 45 days</li> <li>For work costing more than Rs.5 lakhs time required is 60 days</li> </ul>	<ul style="list-style-type: none"> <li>The Commissioner upto Rs. 50000</li> <li>Ward Committee upto Rs. 5 lakhs</li> <li>General Body above Rs.5 lakhs</li> </ul>	
2	Financial Approval	The procedure requires duration depending upon nature of work, cost involved and priority, budget allocation <ul style="list-style-type: none"> <li>Normally for work costing upto Rs.50000 time required is 15 days</li> <li>For work costing upto Rs.5 lakhs time required is 45 days</li> <li>For work costing more than Rs.5 lakhs time required is 60 days</li> </ul>	<ul style="list-style-type: none"> <li>The Commissioner upto Rs. 50000 for non tender works and upto Rs.10 lakhs for tender works</li> <li>Standing Committee for tendered works above Rs. 10 Lakhs</li> </ul>	
3	Technical Approval	The procedure requires duration depending upon nature of work, cost involved and priority. <ul style="list-style-type: none"> <li>Normally for work costing upto Rs.50000 time required is 3 days</li> <li>For work costing upto Rs.5 lakhs time required is 15 days</li> <li>For work costing more than Rs.5 lakhs time required is 30 days</li> </ul>	<ul style="list-style-type: none"> <li>The Executive Engineer concern can give technical sanctioned for the works costing upto Rs. 25 lakhs.</li> <li>The City Engineer or the Superintending Engineer is having full powers for giving technical sanction.</li> </ul>	
4	Allotment of work	The procedure requires duration from the date of sanctioned depending upon nature of work, cost involved and priority. <ul style="list-style-type: none"> <li>Normally for work costing upto Rs.50000 time required is 3 days</li> <li>For work costing upto Rs.5 lakhs time required is 45 days</li> <li>For work costing more than Rs.5 lakhs time required is 60 days</li> </ul>	<ul style="list-style-type: none"> <li>The Executive Engineers are empowered to execute the Agreement for the work.</li> </ul>	
5	Execution of Work	The procedure requires duration from the date of allotment depending upon nature of work, cost involved	<ul style="list-style-type: none"> <li>The Junior Engineer / Sub oversears for day to day Supervision of the work</li> </ul>	

		<p>and priority.</p> <ul style="list-style-type: none"> <li>• Normally for work costing upto Rs.50000 time required is 15 days or even more</li> <li>• For work costing upto Rs.5 lakhs time required is upto 12 months or even more</li> <li>• For work costing more than Rs.5 lakhs time required is upto 24 months or even more.</li> </ul>	<ul style="list-style-type: none"> <li>• The Deputy Engineer to supervise and monitor the works pertaining to the respective Division and Department within the jurisdiction</li> <li>• The Executive Engineers supervise and monitor the work in the jurisdiction.</li> <li>• The City Engineer / Supdt. Engineer overall monitors and supervise the work pertaining to respective their department.</li> </ul>	
6	Completion of work	<ul style="list-style-type: none"> <li>• The procedure requires duration from the date of allotment depending upon nature of work, cost involved and priority and accordingly time period is decided on work to work basis.</li> </ul>	<ul style="list-style-type: none"> <li>• The Junior Engineer / Sub oversears for day to day Supervision of the work</li> <li>• The Deputy Engineer to supervise and monitor the works pertaining to the respective Division and Department within the jurisdiction</li> <li>• The Executive Engineers supervise and monitor the work in the jurisdiction.</li> <li>• The City Engineer / Supdt. Engineer overall monitors and supervise the work pertaining to respective their department.</li> </ul>	

**Brief Note on decision making process, channel of supervision and accountability:**

In Nashik Municipal Corporation the works and the proposals are initiated in the respective department. The proposals are need base depending upon the actual demand of the public or the situation. The detailing of the work / proposal is done by the Jr. Officer such as Jr. Engineer or Superintend etc. the Divisional of the Deputy Engineer as the case may be give the approval to the proposal for onward submission to the superior officer in the Head quarter. The superior officer after considering the aspect like actual need, budget provision , feasibility of work etc. decide to take up the work or not. Then with the approval of the Commissioner the proposal is submitted to the concern authority like Ward Committee or General Body for its administrative approval. After obtaining the administrative approval from the concern authority the quotations or the tenders as the case may be called. The tenders are evaluated in the concern department and the proposal after its scrutiny through account, audit, HOD submitted to the authority i.e Commissioner / Standing Committee for Financial approval. The Agreement is executed with the Agency as per the accepted tender conditions and the work order is placed. The Execution of the work is carried out as per the terms and conditions of the Agreement. The completion Certificate is issued after the work is over. The payment is made in Running Account Bill system till its completion, and on completion of the work the final bill is prepared and paid. The Security Deposit is refunded only after the defect liability period is over and subject to tender Terms and conditions.