

**THE PROCEDURE FOLLOWED  
IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNELS OF SUPERVISION  
AND ACCOUNT ABILITY**

In the Department of Food and Supplies single file system has been implemented. The files are submitted to higher authorities to take decision at the various levels. Record Keeper/Clerk puts up the papers on the file to the concerned Assistant, then Superintendent of the branch contributes at his level to obtain orders from the concerned branch officer, who further submits the file with his comments to the officer concerned of the Branch to the DFS.

**IN THE CASE OF POLICY DECISION :**

In such cases where a policy decision is involved the file is submitted to FCFS/ Food & Supplies, Minister-in-charge /Chief Minister of Haryana as per the terms and conditions under Rules of Business.

**ACCOUNTABILITY :**

Accountability also depends upon the level of Administration at which an officer/official is holding the office.

**Process of file:**

On receipt of fresh dak/file, it is marked to the concerned Assistant by the Superintendent of the branch concerned. Then the receipt clerk of the concerned branch of the Food & Supplies Department diarises it. There after the Assistant deals with the case and submits the same to the Superintendent, who submits the case to the Under Secretary/Deputy Director/Joint Director/Additional Director Food & Supplies Department. The Under Secretary/Deputy Director/Joint Director/Additional Director submits it to the Director/Special Secretary and thereof.