

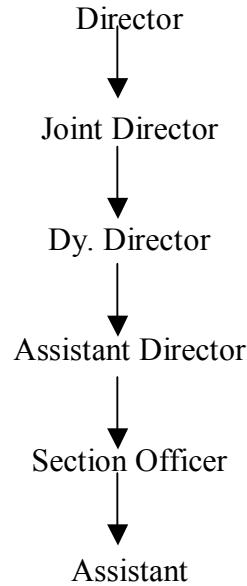
THE RIGHT OF INFORMATION ACT 2005

Section 4 (1) (b) (i)

The particular of function & duties in the office of Directorate, Employment & Training (Training Wing), Bihar, Labour, Employment & Training Deptt.

Name of the Office	: Directorate of Employment & Training (Training Wing) Bihar, Patna.
Address	: Vikash Bhawan (New Secretariat), Bailey Road, Patna.
Head of the Office	: Director, Employment & Training
Parent Govt. Department	: Department of Labour, Employment & Training Govt. of Bihar.
Reporting to which authority	: Commissioner cum Secretary, Labour, Employment & Training Department, Govt. of Bihar.
Jurisdiction-Geographical	: All over Bihar/ Functional all over Bihar
Mission	: To implement Crafts man training scheme & Apprentice ship scheme.
Vision	: To provide Skill Manpower
Objectives	: To trained the youth in technical & non technical trades
Scope	: To facility the Shop floor work as skill worker in Industries as well as self employment
Functions	: To implement Craftsman Training Scheme & Apprentice ship Scheme.
Details of Services Provided/ duties	: The following schemes are implemented through Directorate. (i) Crafts Man Training Scheme (ii) Apprenticeship Scheme.
Physical Assets	: Statement of Lands & Buildings - Govt. Land & Building all most all I.T.I's have its own building ,land and Tools equipments

Organization's structural :
Chart at each level



Jurisdiction : All Bihar
 Address & Tele No. : Directorate of Employment & Training, Vikash Bhawan
 (New Secretariat) Bailey Road, Patna, Tele:0612- 2221142
 Office Timing April to Oct. : 10.00 to 5.00 P. M.
 & Nov. to March : 10.30 to 5.00 P. M.
 Weekly holidays & Specific : Sunday service Timings - As above.
 Service Timing

Section 4 (I) (b) (i) Format A

The power of officers & employees in the office of Directorate, Employment & Training (Training Wing), Bihar.

A

Sr. No.	Designation	Powers-Financial	Under which legislation/ rules/orders/GRs./ circulars	Remarks
1	2	3	4	5
1	Director	Entire financial work.	As per Govt. rules.	
2	Joint Director	To Assist the Director	As per Govt. rules.	
3	Dy. Director	To Assist the Director	As per Govt. rules.	
4	Asst. Director	To Assist the Director	As per Govt. rules.	
5	Section Officer	To Assist the Director	As per Govt. rules.	
6	Assistant/L.D.C	To Assist the S. O.	As per Govt. rules.	
7	Accounts Clerk	To Assist the S. O.	As per Govt. rules.	
8	Peon	To do office work	As per Govt. rules.	

B

Sr.	Designation	Powers-Administrative	Under which	Remarks
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No.			legislation/ rules/orders/GRs./ circulars	
1	2	3	4	5
1	Director	Control of officers & Staffs, Implementing & Monitoring the schemes.	As per Govt. rules.	
2	Joint Director	To Assist the Director	As per Govt. rules.	
3	Dy. Director	To Assist the Director	As per Govt. rules.	
4	Asst. Director	To Assist the Director	As per Govt. rules.	
5	Section Officer	To Assist the Director	As per Govt. rules.	
6	Assistant/L.D.C	To Assist the S. O.	As per Govt. rules.	
7	Accounts Clerk	To Assist the S. O.	As per Govt. rules.	
8	Peon	To do office work	As per Govt. rules.	

C

Sr. No.	Designation	Powers-Magisterial	Under which legislation/ rules/orders/GRs./ circulars	Remarks
1	2	3	4	5
1	Director	Nil	As per Govt. order	
2	Joint Director	Nil	Not related	
3	Dy. Director	Nil	Not related	
4	Asst. Director	Nil	Not related	
5	Section Officer	Nil	Not related	
6	Assistant/L.D.C	Nil	Not related	
7	Accounts Clerk	Nil	Not related	
8	Peon	Nil	Not related	

D

Sr. No.	Designation	Powers-Quasi judicial	Under which legislation/ rules/orders/GRs./ circulars	Remarks
1	2	3	4	5
1	Director	Nil	Not related	
2	Joint Director	Nil	Not related	
3	Dy. Director	Nil	Not related	
4	Asst. Director	Nil	Not related	
5	Section Officer	Nil	Not related	
6	Assistant/L.D.C	Nil	Not related	
7	Accounts Clerk	Nil	Not related	
8	Peon	Nil	Not related	

Section 4 (I) (b) (ii) Format B

The duties of officers & employees in the office of Directorate, Employment & Training (Training Wing), Bihar.

Sr. No.	Designation	Duties	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Entire financial and Administrative duties .	As per Govt. rules.	
2	Joint Director	To Assist the Director to implement schemes	As per Govt. rules.	
3	Dy. Director	To Assist the Director implement schemes	As per Govt. rules.	
4	Asst. Director	To Assist the Director to implement schemes	As per Govt. rules.	
5	Section Officer	To Assist the Director to monitoring office.	As per Govt. rules.	
6	Assistant/L.D.C	To Assist the S. O.	As per Govt. rules.	
7	Accounts Clerk	To Assist the S. O.	As per Govt. rules.	
8	Peon	To do office work	As per Govt. rules.	

Sr. No.	Designation	Duties	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Control of officers & Staff, Implementing & Monitoring the schemes.	As per Govt. rules.	
2	Joint Director	To Assist the Director & to implement & monitor the schemes.	As per Govt. rules.	
3	Dy. Director	To Assist the Director & to implement & monitor the schemes.	As per Govt. rules.	
4	Asst. Director	To Assist the Director & to implement & monitor the schemes.	As per Govt. rules.	
5	Section Officer	To Supervise the office.	As per Govt. rules.	
6	Assistant/L.D.C	To Assist the S. O.	As per Govt. rules.	
7	Accounts Clerk	To Assist the S. O.	As per Govt. rules.	
8	Peon	To do office work	As per Govt. rules.	

Sr. No.	Designation	Powers-Magisterial	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Nil	As per Govt. order	
2	Joint Director	Nil	Not related	
3	Dy. Director	Nil	Not related	
4	Asst. Director	Nil	Not related	
5	Section Officer	Nil	Not related	
6	Assistant/L.D.C	Nil	Not related	
7	Accounts Clerk	Nil	Not related	
8	Peon	Nil	Not related	

Sr. No.	Designation	Powers-Quasi judicial	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Nil	As per Govt. order	
2	Joint Director	Nil	Not related	
2	Dy. Director	Nil	Not related	
3	Asst. Director	Nil	Not related	
4	Section Officer	Nil	Not related	
5	Assistant/L.D.C	Nil	Not related	
6	Accounts Clerk	Nil	Not related	
7	Peon	Nil	Not related	

Section 4 (I) (b) (iii)

The procedure followed in the decision-making process, including channels of supervision & accountability in the office of

NAME OF ACTIVITY - Crafts man Training Scheme.

Related Provisions - To Implementation the CTS norms prescribed by DGET Ministry of Labour Govt. of India through the Industrial Training Institute.

Name of the Act/Acts -

Rules -

Govt. Resolutions – RTA-428(5)dated 22nd May 1951

Circulars -

Office Orders -

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	Implementation of CTS	Regular process	Director, Employment & Training	
2	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
3	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
4	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
5	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
6	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
7	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
8	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
9	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
10	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
11	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
12	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
13	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
14	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
15	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
16	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
17	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
18	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
19	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
20	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
21	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
22	To impart Training	Regular process	W.Principal I.T.I. Digha, Patna	
23	To impart Training	Regular process	W Principal I.T.I. Digha, Patna	
24	To impart Training	Regular process	W Principal I.T.I. Digha, Patna	
25	To impart Training	Regular process	W Principal I.T.I. Digha, Patna	
26	To impart Training	Regular process	W Principal I.T.I. Digha, Patna	
27	To impart Training	Regular process	Principal I.T.I. Digha, Patna	
28	To conduct Examination	Regular process	Examination Controller	
29	To implement Apprenticeship Scheme	Regular process	Assistant Director (App)	
30	To inspect the ITIs	Regular process	Regional Inspecting Officer	
31	To inspect the ITIs	Regular process	Dy. Director.	

NAME OF ACTIVITY - Apprenticeship Training Scheme

Provisions - To Implementation of ATS norms prescribed by the DGET Ministry of Labour Govt. of India through the apprenticeship Advisor.

Name of the Act/Acts – APPRENTICES ACT 1961

Rules -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	Implementation of ATS	Regular process	Director, Employment & Training.	

NAME OF ACTIVITY - NCVT Certification

Provisions - After passing the trade certificate awarded by NCVT Certificate. Non affiliated trade awarded a SCVT Certificate

Name of the Act/Acts -

Rules -

Govt. Resolutions -

Circulars –DGET-8(5)/88-CD Dt. 05.09.89, DGET-29(7)/86-CD Dt. 12.03.86

Office Orders -

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	CTS & ATS Certificate Awarded by Directorate	Regular process	Director, Employment & Training.	

Section 4 (I) (b) (iv) format (A)

Norms set for discharge of its functions in the office of Directorate, Employment & Training (Training Wing), Bihar.

Organisational Targets Annual (2005-2006)

Sr. No.	Function Activity	Units to be covered (Beneficiary)	Financial Targets in Rs. (in Lakh)	Remarks
1	To impart Training	2233		
2	To impart on job training in different organisation	389		
3	To conduct All India Trade Test	2233		
4	Certification of successful candidates	2233		
5				

Section 4 (I) (b) (iv) format (B)

Time limits for the activities Employment & Training Scheme for discharge of its function

Time frame for each activity-

Sr. No.	Activity	No. of Days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure
1	To Impart Training	One year & Two year	Principals	Director, Employment & Training
2	To conduct Examination	Every year	Examination Controller	Director, Employment & Training
3	Apprenticeship Training	One year & Two year	Assistant Director (App)	Director, Employment & Training
4				
5				
6				
7				
8				

Section 4 (I) (b) (v) format (A)

The rules/regulation related with the function of Directorate, Employment & Training (Training Wing), Bihar.

Sr. No.	Subject as indicated in the notification	Rule No. & its year	Remarks if any
1			
2			
3			
4			
5			
6			
7			
8			

Section 4 (I) (b) (v) format (B)

The Government Resolution related with the functions of Employment & Training Schemes.

Sr. No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
1			
2			
3	AS PER TRAINING MANUAL		
4			

Section 4 (I) (b) (v) format (C)

The Circulars related with the functions Employment & Training Schemes.

Sr. No.	Subject as indicated in the circular	Circular No. & Its date	Remarks if any
1			
2			
3		AS PER TRAINING MANUAL	
4			
5			
6			
7			
8			

Section 4 (I) (b) (v) format (D)

The office Order/Policy Circulars related with the functions of Employment & Training.

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any
1			
2			
3			
4			
5			
6			
7			
8			

Section 4 (I) (b) (v) format (E)

List of documents available in the office/section/ward/branch of Directorate, Employment & Training.

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any
1			
2			
3			
4			
5			
6			
7			
8			

Note:- Each public authority shall prepare list of records duly indexed. Record includes documents files & soft copies as well.

To prepare this list to facilitate Right To Information, we have to make it user friendly. Easy to inspect, taking notes, taking samples of materials etc. First prepare office wise list of existing files, which includes current files, await files & papers in record. Details of documents to be found in each type of file. List of different kinds of registers maintained in each office specifying the column heads. List of documents, which are not files as well as registers but are used or created or maintained for official purpose, should also be listed. For each retrieval these lists should be office wise, section wise, desk as it convenient for the clients of the specific office. The list may be prepared in the following format.

Section 4 (I) (a) (vi)

The Statement of Categories of documents held in the office of Directorate, Employment & Training, Bihar at Patna.

Sr. No.	Subject	Type of Document file/ muster/register/voucher etc.	Particular of Heading/type in the document	Periodicity of preservation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Section 4 (I) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the Office

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity

Note - Under section 4 (I) (b) (vii) the public authorities are expected to publish the arrangements existing under act, rules, and circular or by convention for public consultation. The consultation may be at policy formulation level or implementation level. It might be by formulation a committee for special purpose conducting workshops, meeting, gramsabha, public hearings, Jansunval, darbar etc. to know public opinion.

Section 4 (I) (b) (viii) Format A
List of committees to be published under

Sl. No	Name of the Committee	Composition of Committee	Purpose of the Committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of
1						
2						
3						
4						
5						

Section 4 (I) (b) (viii) Format B

List of boards to be published under

Sl. No.	Name of the boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minutes available in the office of

Section 4 (I) (b) (viii) Format C

List of councils to be published under

Sl. No.	Name of the Councils	Composition of Councils	Purpose of the Councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-	-	-	-	-	-	-

Section 4 (I) (b) (viii) Format D

List of other bodies to be published under

Sl. No.	Name of the bodies	Composition of bodies	Purpose of the other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-	-	-	-	-	-	-

Section 4 (I) (b) (ix)

Directory of the officers & employees & their monthly remuneration in the office of Director, Employment & Training, Bihar, Patna.

Sl. No.	Designation	Name of the Officers/ employee	Cadre	Dt. of joining the post	Contact Details Ph/Fax/ E-mail	Gross Salary
1.	Director	Miss Bindhysewari Negi	I. A. S	06.03.06	2531371(O)	
2	Joint Director					
3	Dy. Director	Shri S. B. Singh	State Cadre	01.08.03	2363275(R)	
4.	Asstt. Director	Shri S. S. Choudhry	State Cadre	01.04.2005		
5.	Asstt. Director	Sri Sanjay Kr.	Do	13.03.06		
6.	-Do-	Shri N. Yadav	Do.			
7.	Controller of Exam.	Smt. Asha Singh	Do	13.03.06		
8.	Sectional Officer	Shri A. K. Singh	Joint Cadre			
9.	-Do-	Shri R. Nath	Do.			
10.	-Do-	Shri A. C. Gupta	Do.			
11.	-Do-	Shri J. Gahlaut	Do.			
12	P. A.	Shri Kishore Kumar	P. A.	08.07.05		
13.	Accountant	Shri Chandradeo Ram				
14.	Routine Clerk	Shri Mahadeo Choudhry	Routine Clerk			
15.	Routine Clerk	Shri Naresh Kr. Sinha	Routine Clerk			
16.	Assistant	Shri Ranjit Kumar	Joint Cadre			
17.	Assistant	Shri Jay Prakash	Do.			
18.	Assistant	Shri J. P. Rajak	Do.			
19.	Assistant	Shri A. K. Panday	Do.			
20.	L. D. C.	Srhi Manoranjan Kr	Joint Cadre			
21.	-Do-	Shri Niramal Kr.	Do.			
22.	-Do-	Shri A. K. Panday	Do.			
23.	-Do-	Miss. S. Rani	Do.			
24.	Steno Grapher	Shri S. P. Ambast				
25.	Bill Clerk	Shri S. K. Shrivastva				
26.	-Do-	Shri S. Kumar				
27.	-Do-	Shri G. V. Singh				
28.	Head Typist	Shri T. P. Dayal				
29.	Typist	Shri R. K. Jha				
30	Clerk	Shri Banshi Singh	State			

			Cadre			
31.	-Do-	Shri Sanjay Kumar	Do.			
32.	-Do-	Smt. P. S. Tirki	Do.			
33.	-Do-	Smt. Ram Thakur	Do			
34.	Do	Sri Shambhu Prasad	State Cadre			
35.	Do	Sri Rajesh Kr.	-do-			
36.	Do	Sri Sushil Kr.	-do-			
37.	Do	Sri Md. javed Eqbal	-do-			
38.	D0	Sri Mukesh Kr.	-do-			
39.	Peon	Sri R.L. Paswan	State cadre			
40.	-Do-	Smt. L. K. Devi	Do.			
41.	-Do-	Shri S. N. Majhi	Do.			
42.	-Do-	Shri Rajiv Kumar	Do.			
43.	-Do-	Shri S. Babu Singh	Do.			
44.	-Do-	Shri M. P. Singh	Do.			
45.	-Do-	Shri Umesh Prasad	Do.			
46.	-Do-	Shri S. K. Mehta	Do.			
47.	-Do-	Shri Shankar Chakrawarti	Do.			
48.	-Do-	Shri R. Singh	Do.			
49.	-D0-	Shri Mahesh Murmu	Do.			

Note -

1. This will have to be published every year.
2. Charges which are significant should be updated immediately. (e.g. Transfer of HOD etc.)

Section 4 (I) (b) (x)

Details of remuneration of officers & employees in the office of Directorate, Employment & Training, Bihar, Patna

Sl. No.	Cadre & Class	Pay scale	Admissible allowances in Rs.		
			Regular (included in the salary) like DA	Occasional (Like TA Bill)	Special like (Project allowance, training allowance, any other)
1	Director I. A. S.	16000-	@ 50%		
2	Joint Director	14000-	@ 21%		
3	Dy. Director	12000-18000	@ 21%		
4	Asstt. Director	6500-10500	@ 21%		
5	S. O.	6500-10500	@ 21%		
6	Assistant	4000-6000	@ 21%		
7	Assistant (L.D.C)	3050-4590	@ 21%		
8	Peon	2550-3200	@ 21%		

Section 4 (I) (b) (xi)

Details of allocation of budget & disbursement made in the office of Directorate, Employment & Training, Bihar at Patna for the year 2005-06

- Publish copy of budget
- Publish copy of grant distribution

Sl. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs.	Remarks
1	2230 Sharam and Rojgar 03 Prashikshan	105448000	97335684		
2	2230 Sharam And Rojgar 03 Prashikshan	12019000			
3					
4					
5					
6					

Note - Since most of the department publishes this information in one form or the other, it is advisable that they use their own format.

Section 4 (I) (b) (xii) (A) format

Manner of execution of subsidy program in the office of Directorate, Employment & Training, Bihar at Patna

- Name of Program - Nil
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programmes
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application fees (Where applicable)
- Other fees (Where applicable)
- Application format (Where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of Annexure.
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block level etc.)
- List of beneficiaries in the format given below

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Section 4 (I) (b) (xii) format B

Details of beneficiaries of subsidy program in the office of Directorate, Employment & Training, Bihar at Patna

Name of the Scheme/program-

Sl. No.	Beneficiary of Name & Address	Amount of subsidy/ concession	Criteria of selection	Remarks
-	-	-	-	-

NA

Note- Separate list should be published for every scheme/ programme.

Section 4 (I) (b) (xiii)

Particulars of recipients of concession permits or authorisation granted in the office of Directorate, Employment & Training, Bihar at Patna

Type of license/permission/concession-

Sl. No.	Name of the license	Nature*	License No	issued on	valid up to	General Conditions	Details of the license**
-	-	-	-	-	-	-	-

NA

* Nature- If it is NA permission whether commercial/residential/industrial. If it is vehicle nature will be 2-wheeler/4 wheeler/heavy vehicles etc.

** Details of the license- The subject matter of the license should be mentioned. If it NA permission then survey no. or part thereof.

Note : Separate lists for each type of license/concession etc.

Section 4 (I) (b) (xiv)

Details of information available in electronic form in the office of Directorate, Employment & Training, Bihar at Patna

Sl. No.	Type of Document	Sub Topic	In which electronic format it is kept	Mode of retrieval	Person in charge
-	-	-	-	-	-

- i) Tape
- ii) Film
- iii) CD
- iv) Floppy
- v) Any other

Section 4 (I) (b) (xv)

Particulars of facilities available for citizen to obtaining information in the office of Directorate, Employment & Training, Bihar at Patna

Type of facilities-

- Information about visiting hrs.
- Information about interactive website.
- Information about call centre.
- Information about facilities for inspection of record.
- Information about facilities for inspection of works.
- Information about facilities for providing samples.
- Information about Notice boards.
- Information about library.

Sl. No.	Type of facility	Timings	Procedure	Location	Person in charge	Grievance redressal

Section 4 (I) (b) (xvi)

Details of Public Information Officers/ APIOs/ Appellate authority in the jurisdiction of (public authority) Director, Employment & Training, Bihar at Patna

PIO

A

Sl. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. no.	E-Mail id for purpose of RTI	Appellate authority
1	Shri S. S. Choudhry	Astt. Director, Training (H.O.)	Directorate Employment & Training	Directorate Employment & Training	0612-2221142	Director, Employment & Training Bihar, Patna

APIOs

B

Sl. No.	Name of APIo	Designation	Jurisdiction as APIO under RTI	Address. Ph. no.
1	Sri Sanjay Kumar	Assistant Director	Directorate Employment & Training, Bihar, Patna.	06122221142

Appellate authority

C

Sl. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-Mail id for purpose of RTI
1	Miss Bindhyshewari Negi	Director, Employment & Training, Bihar	All Bihar	Incharge Astt. Director, Employment & Training, Bihar	

Note - The name & designation and location of the PIO, APIO & Appellate authorities should be prominently displayed at the entrance/ reception of each office.

Section 4 (I) (b) (xvii)

Section 4 (I) (c)

- List out routine decisions/ important policies which you foresee will affect public. Formalise the details about publications in such cases. Publish such information under this heading.

Section 4 (I) (d)

- Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that hence forth you will provide reasons for such decision to affected persons.