

Chapter – 9 (Manual – 8)

Procedure followed in decision-making process

The Commissioner being vested with executive and directive powers under the PHRI Act, analyses/examines the facts concerning any issue relating to the administration of temples and arrives at a conclusion. The decision thus arrived is proposed to the higher authorities by virtue of significance involved in the issue in an ascending hierarchical sequence to the Special Secretary (HRI), Chief Secretary, Hon'ble Chief Minister and His Excellency the Lieutenant Governor, seeking opinions and for making final vetting of the decision.

Sl. No.	Subject on which the decision is to be taken	Guideline/ Direction if any	Process of Execution	Designation of officers involved in decision making	Contact information of officers	If not satisfied by the decision, where and how to appeal
1	Sanction of grant-in-aid for renovation and repairs to the purview temples and Mosques/wakfs.	Grant-in-aid Rules	Upon the request made by the authorities of the religious institutions eligibility factor and matching contribution to be shown are assessed in terms of the said rules and processed to the Finance Dept. for concurrence.	Commissioner, Secretary (HRI),	At their offices	Chief Secretary
2	Sanction of financial assistance for renovation and repairs to the private & A.D. temples	Rules governing the scheme	Upon the request made by the authorities of the religious institutions eligibility factor and matching contribution to be shown are assessed in terms of the said rules and processed to the Finance Dept. for concurrence.	Commissioner, Secretary (HRI),	-do-	Chief Secretary
3	Sanction of financial assistance for the performance of Oru Kala Pooja, Payment of Current & Water Consumption charges to the private & A.D. temples having	Rules governing the scheme	Upon the request made by the authorities of the religious institutions eligibility factors are assessed in terms of the said rules and processed to the Finance Dept. for concurrence.	Commissioner, Secretary (HRI),	-do-	Chief Secretary

	poor resource					
4	Constitution of Board of Trustees	Section 4 of the PHRI Act	The integrity of the panel of members proposed by the outgoing Board with the recommendation of the constituency MLA is assessed by subjecting to verification by Police and Revenue. Then approval of the Govt. is sought for in the matter.	Commissioner, Secretary (HRI),	-do-	Chief Secretary
5	Appointment of Special Officer.	Section 4 of the PHRI Act	A responsible Govt. servant is appointed as S.O. to execute the functions of the Board.	Commissioner, Secretary (HRI),	-do-	Chief Secretary
6	Establishment and financial matters	Govt. rules/ manuals/ procedure in vogue	Matters are dealt at various levels as per the delegation of powers entitled.	Commissioner, Secretary (HRI),	-do-	Chief Secretary
7	Administration of religious institutions	PHRI Act, 1972 and the Rules framed there under	Day to day administration of the temples are set right in adherence to the provisions of the Act and Rules.	Commissioner, Secretary (HRI),	-do-	Chief Secretary