

RTI MANUAL - 3
PROCEDURE FOLLOWED IN
DECISION MAKING PROCESS
Under section-4(1)(b)(iii)

9.1	What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and rules/regulations etc can be made)	Rules & Regulations - Govt.
9.2	What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?	As per Govt. guidelines and instructions
9.3	What are the arrangements to communicate the decision to the public?	Website of department
9.4	Who are the officers at various levels whose opinions are sought for the process of decision making?	Decision is to be taken at the level of DGR, Administrative Secretary, Chief Secretary and Minister in-charge as the case may be.
9.5	Who is the final authority that wets the decision?	Depends on the case to case basis

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority:-

Subject on which the decision is to be Guideline/Direction, if any	Decision is to be taken at the level of DGR, Administrative Secretary, Chief Secretary and Minister in-charge as the case may be.
Process of Execution	
Designation of the offices involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	