

MANUAL 3

Procedure followed in decision-making process

[Section 4(1)(b)(iii)]

(A) For ordinary letters / applications

S.No.	ACTIVITY	Level of Action
1.	To receive application/ letter and put a diary number	Dispatch Clerk
2.	To forward the application / letter to the concerned officer of the branch / section	Dispatch Clerk
3.	Marking of the application / letter by the concerned officer to the dealing assistant. In a department with officers of higher levels, the letter is down-marked by Dy. Registrar to Asst. Registrar who down-marks it to Section Officer and then to dealing assistant.	Registrar/Dy. Registrar/ Asstt. Registrar/ Section Officer
4.	Examination of case/ submission of proposals by the dealing assistant in the concerned file to the Section-in-charge (usually Section officers/ Asstt. Registrars/ Dy. Registrars)	Dealing Assistant (Jr. Asst./ Jr. DEO/ DEO/ Gen. Asst.)
5.	Examination of the proposals by the Section –In-Charge and submitting the same to Registrar for further consideration with their own comments etc., as the situation warrants.	Dy. Registrar/ Asstt. Registrar/ Section Officer
6.	If the proposal is in order and does not involve any financial implications, the same is approved/ disapproved or submitted to the Vice Chancellor for approval/ orders	Registrar
7.	If the case involves financial implications, the proposal is sent to Controller of Finance/ Accounts branch for examination/ advice/ vetting.	Registrar
8.	The Controller of Finance in coordination with Accounts branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vets the proposal in terms of financial implications/ budget provisions and the same is submitted to the Registrar.	Controller of Finance/ Finance Officer
9.	The proposal is then submitted to the Vice Chancellor for approval / orders.	Registrar
10.	The case/ proposal forwarded is duly considered in terms of existing rules, regulations & instructions and appropriate decision is taken by the Vice Chancellor on file.	Vice Chancellor
11.	The file is then down-marked to the Registrar who down-marks the file to Dy. Registrar/ Asstt. Registrar and finally to the dealing assistant	1. Vice Chancellor 2. Registrar 3. Dy. Registrar/ Asstt. Registrar/ Section

S.No.	ACTIVITY	Level of Action
		Officer
12.	In accordance with the orders of the Vice Chancellor, necessary draft orders/ replies are prepared for issuance.	Section Officer Dealing Assistant
13.	Draft orders/ replies are approved by the competent authority for issue.	1. Vice Chancellor 2. Registrar
14.	Fair orders/ replies are submitted for signatures of Registrar/ Dy. Registrar/ Asstt. Registrar	1. Registrar/ Dy. Registrar/ Asstt. Registrar 2. Dealing Assistant
15.	The orders/ replies are issued to concerned person/ authority	Dispatch Clerk

(B) For applications received for seeking information under RTI Act, the following activities are undertaken:-

Once the applications are received alongwith the requisite fees, proper diary is done by the Dispatch Clerk. The matter is looked into by the Public Information Officer (PIO) and marked to the dealing assistant of the reply can be compiled and given by the information available in office or P.I.O. If the application seeks information pertaining to any particular department, it is routed to the concerned department for collecting requisite information. Once the information is received from other departments, reply is prepared by the PIO and sent to the Competent Authority for approval. After attaining approval, the information is provided to the applicant. The entire process is monitored ensuring the time frame under the provisions of Right to Information Act.