

INFORMATION PUBLISHED BY THE DEPARTMENT  
UNDER SUB-CLAUSE (iii)  
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Procedure followed in the decision-making process, including channels of supervision and accountability**

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution defines the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in charge, these rules also specify:

- a) Cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- b) The circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g., Section Officer/Under Secretary. Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Director

3. Above the level of Deputy Secretary/Director, a case may be disposed of at one of the following levels depending on its nature:-

Joint Secretary  
Additional Secretary/Secretary  
Minister of State/Minister

4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group "A" posts, foreign visits of Group "A" officers etc. are disposed of at the level of Minister. He has delegated following categories of cases for final disposal at the level of two Ministers of State:-

**MoS (AD):**

- i) Adult Education
- ii) Matters relating to the National Foundation for Teachers Welfare (NFTW)
- iii) All matters relating to UDISE+

- iv) State level review of Samagra Shiksha, PM-POSHAN, KV, NV, Exemplar School, NMMSS etc.
- v) Disciplinary matters in respect of employees of NVS and KVS
- vi) Acknowledgement and reply to VIP references other than those received from the Hon'ble Prime Minister, Cabinet Ministers, Governors and Chief Ministers of States relating to Department of School Education and Literacy
- vii) Unstarred Questions; Authentication and laying of Papers on the Tables of both the Houses of Parliament relating to Department of School Education and Literacy
- viii) Extension of times/fulfilment/request for dropping of Parliament Assurances relating to Department of School Education and Literacy
- ix) Reply to Hon'ble MP in the matter of Rule 377 (LS) and Special Mention (RS), Zero Hour relating to Department of School Education and Literacy
- x) VIP References addressed to the Hon'ble MoS
- xi) Any other matter which the Hon'ble Education Minister may like to delegate

5. Cases not falling under above categories are disposed of at the level of Secretary/Special Secretary/Additional Secretary or Joint Secretary, depending upon their nature. Very routine cases are disposed of at lower level also, e.g., Deputy Secretary/Director or even Under Secretary.

6. In cases where appointment /sanction of grant-in-aid/scholarship etc. is to be done based on the recommendations of a Selection Committee /Grant-in-Aid Committee, etc., such recommendations are obtained and processed for final decision at the competent levels. Generally, all expenditure decisions require concurrence of / consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.

\*\*\*\*\*