

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:-

(i) MOS (PD)

1. Replies to all the Un-starred Questions in Parliament.
2. Fulfillment of Parliament Assurances.
3. Papers to be laid on the Tables of both the Houses of Parliament.
4. Extension of dates for fulfilling Parliament Assurances.
5. Authentication of papers to be laid on the Table of the House.
6. All cases of deputation abroad of Officers below the level of Deputy Secretary.
7. Sanctioning of disciplinary proceedings against all officers below Group A.

(ii) MOS (EA)

1. Matters relating to promotion of education amongst minorities such as Infrastructure Development of Minority Institutions (IDMI) and Scheme for Promotion of Quality Education in Madarasas (SPQEM);
 2. Matters relating to the Language Bureau including National Council for Promotion of Urdu Languages (NCPUL), National Council for Promotion of Sindhi Language (NCPSL), Central Institute of Classical Tamil (CICT) other than Universities.
 3. Matters relating to the National Foundation for Teachers Welfare (NFTW);
 4. Disposal of VIP reference other than those received from the Prime Minister, Cabinet Ministers, Governors and Chief Ministers of States which was previously assigned to Minister of State Smt. D. Purandeswari.
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.