

PROACTIVE DISCLOSURE ON RTI ACT 2005

Secretariat Administration Wing General Administration Department

Proactive Disclosure under Section 4(1)(b)(iii) : the procedure followed in the decision making process, including channels of Supervision and accountability:

CHANNEL OF SUBMISSION OF FILES:

Sl.No	Type of Cases	Level of Final Disposal	Channel of Submission
1	Office Administration	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
2	Appointment	CM	DA/Sup/US/DS/JS/Com&Secy/CS/CM
3	Department Colour	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
4	Sanction	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
5	Purchase above Rs.10000	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
6	Purchase upto Rs.10000	DS	DA/Sup/US/DS
7	Vehicle Purchase	CM	DA/Sup/US/DS/JS/Com&Secy/CS/CM
8	Important & National Days	CM	DA/Sup/US/DS/JS/Com&Secy/CS/CM
9	Rules	CM	DA/Sup/US/DS/JS/Com&Secy/CS/CM
10	Promotion	CM	DA/Sup/US/DS/JS/Com&Secy/CS/CM
11	Pension	DS	DA/Sup/US/DS
12	Filling up of Post	CM	DA/Sup/US/DS/JS/Com&Secy/CS/CM
13	Transfer	Com&Secy	DA/Sup/US/DS/JS/Com&Secy/CS/CM
14	Court Cases	CS	DA/Sup/US/DS/JS/Com&Secy/CS
15	Training	CS	DA/Sup/US/DS/JS/Com&Secy/CS
16	GPF	DS	DA/Sup/US/DS
17	Leave	DS	DA/Sup/US/DS
18	Minor Works	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
19	RTI	DS	DA/Sup/US/DS
20	Service Matters	DS	DA/Sup/US/DS
21	IFMIS	DS	DA/Sup/US/DS
22	Beautification	CS	DA/Sup/US/DS/JS/Com&Secy/CS
23	Supply of Uniforms & other Provisions	CS	DA/Sup/US/DS/JS/Com&Secy/CS
24	Important Visits	CS	DA/Sup/US/DS/JS/Com&Secy/CS
25	Budget	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
26	BE & RE	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
27	Reappropriation	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
28	HBA/HUDCO/LIC/MCA	Com&Secy	DA/Sup/US/DS/JS/Com&Secy
29	Honorarium/OTA/Grant-in-aid/Scholarship/Fees	DS	DA/Sup/US/DS
30	Recruitment/Examination	Com&Secy	DA/Sup/US/DS/JS/Com&Secy