

CHAPTER 4

The procedure following in the decision making process, including channels of supervision and accountability

[In pursuance of section 4(1)(b)(iii) of The Right to Information Act, 2005]

The decision making process essentially consists of examination of each case in the subject-matter concerned in the institute in light of the relevant rules, regulations and policy guidelines; and obtaining approval of the appropriate authority in the hierarchy to a particular course of action. It also entails carefully weighing pros and cons of the various aspects of the issue under consideration so as to arrive at a feasible decision. The administrative hierarchy, and the channel of submission of cases and their final disposal for deciding cases is given in duty chart. The functionaries at each level in the hierarchy are required to examine cases in a fair and objective manner and are accountable to that extent.

