

Section 4(1)(b)(iii) of RTI Act, 2005

Procedure followed in decision-making:

The Department of Expenditure follows the procedure indicated in Manual of Office Procedure (MOP) for decision-making. Generally speaking, the Section Office Desk office/Under Secretary proposes action with the help of staff (Assistant, UDC and LDC) posted in their sections in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer normally submits the file to Under Secretary who in turn submits the file to Deputy Secretary/Director. The files are thereafter submitted to higher levels as per the requirement.