

PROACTIVE DISCLOSURE ON RTI ACT 2005

Protocol & Hospitality 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	SPO	DA/HA/PO/SPO
2	Appointment	CM	DA/HA/PO/SPO/JS/Secretary/CS/CM
3	Department Colour	Secretary	DA/HA/PO/SPO/JS/Secretary
4	Sanction	Secretary	DA/HA/PO/SPO/JS/Secretary
5	Purchase above Rs.10000	Secretary	DA/HA/PO/SPO/JS/Secretary
6	Purchase upto Rs.10000	SPO	DA/HA/PO/SPO
7	Vehicle Purchase	CM	DA/HA/PO/SPO/JS/Secretary/CS/CM
8	Important & National Days	CM	DA/HA/PO/SPO/JS/Secretary/CS/CM
9	Rules	CM	DA/HA/PO/SPO/JS/Secretary/CS/CM
10	Promotion	CM	DA/HA/PO/SPO/JS/Secretary/CS/CM
11	Pension	SPO	DA/HA/PO/SPO
12	Filling up of post	CM	DA/HA/PO/SPO/JS/Secretary/CS/CM
13	Transfer	Secretary	DA/HA/PO/SPO/JS/Secretary/CS/CM
14	Court Cases	CS	DA/HA/PO/SPO/JS/Secretary/CS
15	Training	CS	DA/HA/PO/SPO/JS/Secretary/CS
16	GPF	SPO	DA/HA/PO/SPO
17	Leave	SPO	DA/HA/PO/SPO
18	Minor Works	Secretary	DA/HA/PO/SPO/JS/Secretary
19	RTI	SPO	DA/HA/PO/SPO
20	Service Matters	SPO	DA/HA/PO/SPO
21	Reservation of State Guest House	SPO	DA/HA/PO/SPO
22	State Guests	CS	DA/HA/PO/SPO/JS/Secretary/CS
23	Foreign Dignitaries	CS	DA/HA/PO/SPO/JS/Secretary/CS
24	Important Visits	CS	DA/HA/PO/SPO/JS/Secretary/CS
25	Budget	Secretary	DA/HA/PO/SPO/JS/Secretary
26	BE & RE	Secretary	DA/HA/PO/SPO/JS/Secretary
27	Reappropriation	Secretary	DA/HA/PO/SPO/JS/Secretary
28	HBA	Secretary	DA/HA/PO/SPO/JS/Secretary
29	OTA	SPO	DA/HA/PO/SPO