

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

Procedure followed in decision-making

1. Decisions and approvals related to Administration are processed and put up by two Special Officers to the Director through the Joint Director (Administration).
2. Decisions and approvals related to Accounts are processed and put up by the Chief Accounts Officer to The Director.
3. Some of the administrative files submitted to The Joint Director (Administration) for approval in accordance with the General Delegation of Financial Powers.
4. All files relating to Academic and training issues are processed and put up to the Director by the concerned Faculty or Special Officer for the final decision.
5. All files are examined within the framework of Rules, GOs and other standing orders. While taking decisions on financial issues, the orders of Government regarding "General Delegation of Common Financial Powers to Heads of Departments & Others" as contained in Govt. Order **No: FD 2 TFP 2010 dated: 30.04.2010** are followed.