

### Section-4(1)(b)(iii)

**The procedure followed in the decision making process, including channels of supervision and accountability.**

1. Procedures for filing Second Appeal & Complaint to the Commission have been outlined in Right to Information Rules, 2012.

<http://www.cic.gov.in/rti-notifications>

2. Guidelines & application for filing Non-Compliance have been issued by Commission's Office Order No. 11/JS(Law)/2016/CIC dated 29<sup>th</sup> Nov. 2016

<http://www.cic.gov.in/circulars-and-mom/155?page=1>

3. Administrative and Financial matters are dealt with as per Govt. of India rules, guidelines etc.

4. Annual Report is prepared as per Section 25 of the RTI Act.

5. Channel of Supervision & accountability, generally followed, is as under:

#### **CHANNEL OF SUBMISSION OF VARIOUS TYPES OF CASES AND THE LEVEL OF FINAL DISPOSAL**

S.No	Type of Cases	Level of Final Disposal	Channel of Submission
1.	Policy matters	CIC	DS/AS/Secy.
2.	Annual Plan	CIC	DS/AS/Secy.
3.	Parliament questions, assurances	CIC	JS(A)/AS/Secy.
4.	Matters related to Parliamentary Standing Committee – All matters related to Parliament	CIC	DS/JA(A)/AS/Secy.
5.	All cases of Foreign Assignment	CIC	DS/JS(A)/AS/Secy.
6.	Intimation under conduct rules regarding transaction of movable and immovable property	CIC	DS/JA/AS/Secy.
7.	'No objection' for extension of deputation (Two types)	CIC	DS/JS/AS/Secy.
8.	All matters on Recruitment Rules	CIC	DS/JS/AS/Secy.
9.	Appointment/Promotion of Group A & B officers	CIC	DS/JS/AS/Secy.
10.	Transfer/Posting of Group A&B officers	CIC	DS/JS/AS/Secy.
11.	Forwarding of application for deputation etc.	CIC	DS/JS/AS/Secy.
12.	Purchase of Staff Car	CIC	DS/JS/AS/Secy.

13.	Office accommodation shifting/allotment of rooms	CIC	DS/JS/AS/Secy.
14.	Court cases	CIC	DS/JS/AS/Secy.
15.	Commission's meeting/agenda papers	CIC	DS/JS/AS/Secy.
16.	Matters relating to retired ICs	CIC	DS/JS/AS/Secy.
17.	Annual Conventions	CIC	DS/JS/AS/Secy.
18.	Matters relating to deployment of contractor for supplying DEOs, Stenos, Staff Car Drivers, Peons etc.	CIC	DS/JS/AS/Secy.
19.	Annual Report	CIC	DS/JS/AS/Secy.
20.	Engagement of Consultants	CIC	DS/JS/AS/Secy.
21.	Engagement of Legal Retainers	CIC	DS/JS/AS/Secy.
22.	Staff car drivers deployment	CIC	DS/JS/AS/Secy.
23.	VIP Reference	Secretary	DS/JS/AS
24.	Training	Secretary	DS/JS/AS
25.	Budgetary matters	Secretary	DS(P&B)/JS(P&B)/AS
26.	Proposal for BE and RE	Secretary	DS(P&B)/JS(P&B)/AS
27.	Re-appropriation of funds	Secretary	DS(P&B)/JS(P&B)/AS
28.	Audit objections	Secretary	DS(A)/JS(A)/AS
29.	'No objection' for issue of Passport	Secretary	DS/JS/AS
30.	Vigilance Clearance	Secretary	SO(A)/DS(A)/JS(A)
31.	Record/Review/Weeding out of old files	Secretary	DS/JS/AS
32.	Record room matters	Secretary	DS/JS/AS
33.	Appointment/promotion of Group C&D officers	Secretary	DS(A)/JS(A)/AS
34.	All matters relating to Central Registry Section	Secretary	DS/Registrar
35.	Appointment of CPIOs under RTI Act	Secretary	DS(A)/JS/AS
36.	Sanction of leave recommended by the competent Authority	Secretary for JS&AS, AS for DS and below, CIC for Secretary	DS/JS/AS
37.	Deployment of outsourced persons	Secretary/AS	DS/JS/AS
38.	OTA Bills	AS(HOD)	DDO/DS(A)/JS(A)
39.	Re-imburement of medical bills – relaxation cases	AS(HOD)	DS(A)/JS(A)
40.	LTC and TA Advances	AS(HOD)	DS(A)/JS(A)
41.	GPF Advance and Withdrawal	AS(HOD)	DS(A)/JS(A)
42.	Reimbursement of Medical Bills – relocation cases	AS(HOD)	DS(A)/JS(A)
43.	Acceptance of declaration of Home Town for the purpose of LTC	AS(HOD)	DS(A)/JS(A)
44.	Adjustment/claim bills of LTC/TA	AS(HOD)	DS(A)/JS(A)
45.	Acceptance of nomination of the DCRG, GPF, CGEIGS etc. on behalf of Head of Office/Head of Department	HOO	SO(A)/HOO
46.	Final payment of GPF on retirement	AS(HOD)	DDO/DS/JS

47.	Installation of telephone as & when required	AS(HOD)	DS/JS
48.	Scooter/Motor Car advance	AS(HOD)	DS/JS
49.	Festival and other advances	AS(HOD)	DS/JS
50.	House Building Advance	AS(HOD)	DS/JS
51.	Reimbursement of newspaper bills	AS(HOD)	DS(GA)/JS(A)
52.	Reimbursement of Telephone Bills	AS(HOD)	DS/JS
53.	Entertainment Charges/Reimbursement of bills	AS(HOD)	DS/JS
54.	Maintenance of Staff Car	AS(HOD)	DS/JS
55.	Purchase of office equipment	AS(HOD)	DS/JS
56.	Maintenance of office equipment	AS(HOD)	DS/JS(P&B)
57.	Annual Maintenance Contract	AS(HOD)	SO(GA)/DS(GA)/JS
58.	All work matters.	AS(HOD)	DS/JS
59.	Telephone directory and telephone list	AS(HOD)	SO(GA)/DS(GA)/JS(P&B)
60.	Passing of telephone/mobile bills – office and residential	AS(HOD)	SO/DS/JS
61.	Shifting of telephone	AS(HOD)	DS(GA)/JS(A)
62.	Calculating of Pension and other pensionary benefits	AS(HOD)	SO/DS(A)
63.	Sanction for medical treatment from CGHS re-cognized hospitals	AS(HOD)	SO/DS/JS
64.	Fee to Advocates	AS(HOD)	SO(Law)/DS/JS(Law)
65.	Purchase of stationary items	AS(HOD)	SO(GA)/DS(GA)/JS(P&B)
66.	All matters relating to Dak & Dispatch Section	Registrar	I/C DAK/DR(CR-1)/(CR-2)
67.	Petrol Bills	AS(HOD)	DS/JS/AS
68.	Purchase of furniture/repair/maintenance	AS(HOD)	DS/JS/AS
69.	Preparation of monthly salary and supplementary bills	DS(GA)	DS(A)/DDO
70.	Forwarding application to Directorate of Estates for Govt. Accommodation	JS	SO/DS(A)
71.	Verification of qualifying service	DS(A)/PAO	SO/DS(A)
72.	All matters relating to issue of Identity Cards	JS(A)	SO/DS
73.	GPF Annual Statement	DS(A)	DDO/DS(A)/PAO
74.	Verification of services	DS(A)	AS/JS(A)/DS(A)/SO(A)
75.	GPF Calculations	DDO	UDC/DDO
76.	Calculation of Income Tax	DDO	UDC/DDO
77.	Preparation of Form-16 and 16-A	DDO	UDC/DDO
78.	RTI matters	CPIO	CPIO
79.	CGEGIS	SO(A)	UDC/SO(A)/DDO
80.	Reimbursement of Tuition Fee Bill	AS/HOD	AS/JS(A)/DS(A)/DDO/SO
81.	Transfer/Posting of Group 'C' & 'D' Employees	Secretary	AS/JS(A)/DS(A)/SO

