

## **CHAPTER IV**

### **Section 4 (1) (b) (iii) of RTIA 2005**

#### ***Procedure followed in decision – making:***

##### **Administrative Level**

The Civil Defence and Home Guards Department follows the procedure indicated in the Rules of Executive Business and the Meghalaya Secretariat Manual of Office Procedure for decision – making. The Superintendent proposes action with the help of staff (UDA and LDA) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Superintendent normally submits the file to the Deputy / Under Secretary. He then submits the file to the higher authorities for orders.

##### **Directorate Level**

The Civil Defence and Home Guards Department follows the procedure indicated in the Rules of Executive Business and the Meghalaya Secretariat Manual of Office Procedure for decision – making. The Superintendent proposes action with the help of staff (UDA and LDA) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Superintendent normally submits the file to Staff Officers. He then submits the file to the higher authorities.

