

Manual 3

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

Procedure for Decision Making :-

Delhi Legislative Assembly Secretariat follows the procedure indicated in Manual of office Procedure (MOP) for decision-making. Generally speaking, the Section Officer proposes action with the help of staff (Assistant, UDC and LDC) posted in his section in accordance with 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 Deputy Secretary who in turn submits the file to Secretary for approval/decision. In some specific cases wherever it is prescribed the files are thereafter submitted to Hon'ble Speaker as per the requirements.