



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of NCT of Delhi under Act 9 of 2012)
Kashmere Gate, Delhi-110 006

Procedure followed in decision-making process

[Section 4(1)(b)(iii)]

(A) For ordinary letters / applications

S.no.	Activity	Level of action
1	To receive application/ letter and put a diary number	Dispatch Clerk
2	To forward the application / letter to the concerned officer of the branch / section	Dispatch Clerk
3	Marking of the application / letter by the concerned officer to the dealing assistant. In a department with officers of higher levels, the letter is down-marked by Registrar/Administrative officer/ Incharge personnel who down-marks it to Section Officer and then to dealing assistant.	Registrar/ Administrative officer/ Incharge personnel / Section Officer
4	Examination of case/ submission of proposals by the dealing assistant in the concerned file to the Section-officer	Dealing Assistant/Section officer
5	Examination of the proposals by the Section –In-Charge(Administrative officer/ Incharge personnel) and submitting the same to Registrar for further consideration with their own comments etc., as the situation wants.	Registrar/ Administrative officer/ Incharge personnel / Section Officer
6	If the proposal is in order and does not involve any financial implications, the same is approved/ disapproved or submitted to the Vice Chancellor for approval/ orders.	Registrar
7	If the case involves financial implications, the proposal is sent to Deputy Finance officer/ Accounts branch for examination/ advice/ vetting.	Registrar/ Administrative officer
8	The Deputy Finance officer in coordination with Accounts branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vets the proposal in terms of financial implications/ budget provisions and the same is submitted to the Registrar.	DFO/AFO/AAO
9	The proposal is then submitted to the Vice Chancellor for approval / orders.	Registrar/DFO

10	The case/ proposal forwarded is duly considered in terms of existing rules, regulations & instructions and appropriate decision is taken by the Vice Chancellor on file.	Vice Chancellor
11	The file is then down-marked to the Registrar who down marks the file to Administrative Officer/Incharge personnel and finally to the dealing assistant.	Vice Chancellor/ Registrar/ Administrative officer/incharge personnel/section officer
12	In accordance with the orders of the Vice Chancellor, necessary draft orders/ replies are prepared for issuance.	Administrative officer/section officer/dealing assistant
13	Draft orders/ replies are approved by the competent authority for issue.	Vice Chancellor/ Registrar
14	Fair orders/ replies are submitted for signatures of Registrar/AO/Incharge personnel.	Registrar/ Administrative officer/Incharge Personnel/section officer
15	The orders/ replies are issued to concerned person/ authority	Dispatch Clerk

(B) For applications received for seeking information under RTI Act, the following activities are undertaken:-

Once the applications are received along with the requisite fees, proper diary is done by the Dispatch Clerk. The matter is looked into by the Public Information Officer (PIO) and marked it to the dealing assistant for compilation of reply by the information available in office. If the application seeks information pertaining to any particular department/section/office, it is routed to the concerned department for collecting requisite information. Once the information is received from other departments, reply is prepared by the PIO and information is provided to the applicant. The entire process is monitored ensuring the time frame under the provisions of Right to Information Act.