

CHAPTER 3

**Proactive Disclosure under Section 4 (1)
(b)(i) of the Right to Information Act, 2005**

PROCEDURE FOLLOWED FOR DECISION MAKING

Proactive Disclosure under Section 4 (1) (b)(i) of the Right to Information Act, 2005

Procedure Followed For Decision Making

3. PROCEDURE IN DECISION MAKING

- ✓ **Office procedure manual** : As laid down by the Circulars received from the Government of Goa.
- ✓ **Listing of documented procedures, defined criteria and rules which aid in arriving at decisions for important matters related to public** : The office Superintendent puts up the matters before the Principal/ Vice-Principals.
- ✓ **Different levels through which the :**
 - **Final authority that takes the decision:** Principal
 - **Where to appeal** : Office of the Director, Directorate of Higher Education, Government of Goa.

Decision making process in graphic form (one Page) could be as follows

Initiating the file- Dealing Staff and Section	Channels → officers handling the file at each level	Decision → Making Authority
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On receipt of application, the dealing hand puts up to the Office Superintendent who in turn puts up to the Principal/ Vice Principal.