

## **CHAPTER IV**

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

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

The Civil Defence and Home guards Department follows the procedure indicated in the Rules of Executive Business and the Manual of Secretariat Procedure (MOSP) for decision-making. The Superintendent proposes action with the help of staff (Assistant Superintendent, 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 Under Secretary who in turn submits the file to Deputy Secretary. He then submit the file to the higher authorities for orders..