

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

*The procedure followed in the decision-making process, including channels of supervision and accountability:*

The Department of Tourism 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 the section in accordance with the Departmental instructions prescribing the level of final disposal and channel of submission for each category of cases.