

RIGHT TO INFORMATION ACT, 2005

Rule 4 (1) b (iii)

Procedure followed in the decision making process, including channels of supervision and accountability

Decision making process

Normally the files will be processed by the Jr. Assistant/ Sr. Assistant and route the files through the concerned Superintendent and the Superintendent will route the files to the concerned AS/DS/JS and the Secretary, A.P.T.W.R.E.I Society (Gurukulam), Hyderabad is the final decision making authority.

Channel of supervision

The channel of supervision is in the section the Section Superintendent will be the Supervisor of the files and he will route the files to the higher authority i.e AS/DS /JS/CTW.

Accountability

The sections Assistant i.e Jr. Assistant or Senior Assistant is accountable for the tapals he received and he has to submit the files to the concerned Superintendents.