



PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

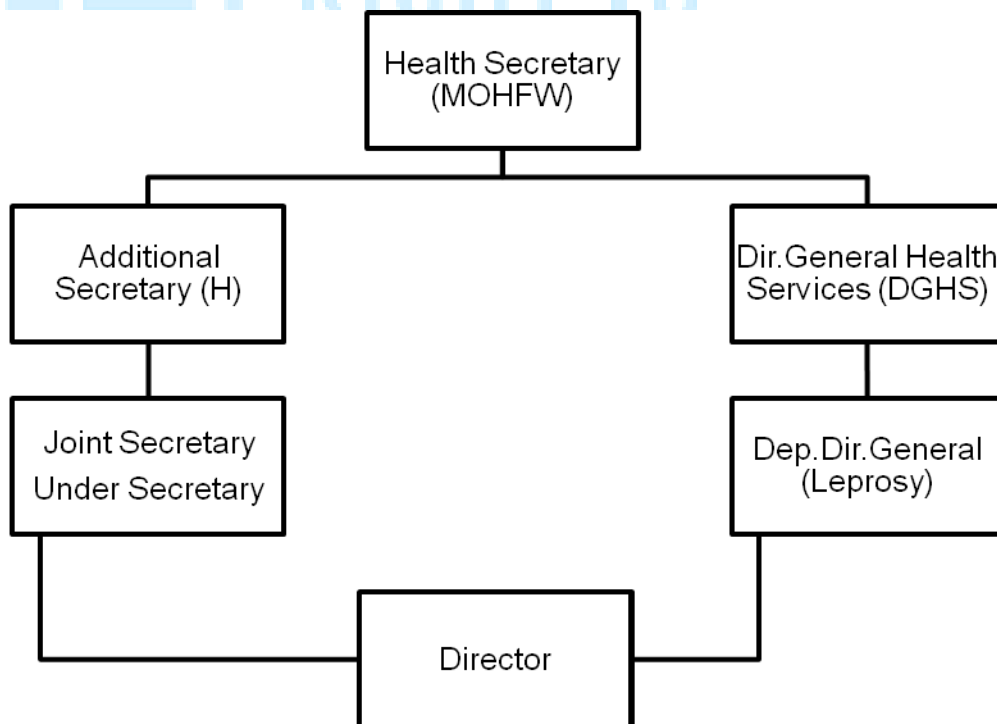
1. ORGANIZATION AND FUNCTION

1.3 Procedures followed in decision making process

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

i. Process of decision making – Identify key decision making points

The institute is established as a sub-ordinate office, under Directorate General Health Services, Ministry of Health & Family Welfare, Govt. of India. The process and procedures of decision making is by Government of India norms as applicable.



ii. Final decision making authority

The Director is the decision making authority in matters of technical and administrative affairs and for day to day functioning of the institute with approval of competent authority.

iii. Related provisions, acts, rules etc.

1. Recruitment rules and regulations of Central leprosy Teaching & Research Institute
2. Fundamental and Supplementary rules (FR /SR)
3. Central Civil Service (CCS) Rules
4. Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.
5. Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
6. General Provident Fund Rules
7. General Financial Rules
8. NLEP Guidelines / WHO Guidelines for Leprosy and programme

iv. Time limit for taking decisions, if any

The time limit for technical and administrative activities is adhered and decisions taken within fixed duration.

For Patient care services, there is no delay in case diagnosis and management.

v. Channel of supervision and accountability

The Director is assisted by Additional Director and other officers in matters relating to administration and technical aspects. Various committees are constituted by the Director for the procedures to be followed in decision making process and for accountability.