

DELHI COMMISSION FOR WOMEN

Right to Information Act, 2005

Manual 3

Procedure to be followed in decision-making process

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

1. Programmes undertaken by the Commission:

The matters relating to the programmes the Commission undertakes are duly examined by the officials entrusted with the designated duties and thereafter are submitted to the Commission for final decision. The decisions are taken by the Commission in its full meetings which are conducted whenever the necessity arises.

2. Administrative & Financial Matters:

All administrative and financial matters concerning the day to day functioning of the Commission are submitted to the Commission/the Chairperson/the Member Secretary for final decision. The matters are processed by the dealing assistants and routed to the Member Secretary through Assistant Secretary and Assistant Accounts Officer of the Commission.