

### **Chapter-III: Procedure followed in the decision making process, including channels of supervision and accountability:**

Principal Resident Commissioner is the Head of Department. He has delegated the administrative & financial powers to Officers in the office. Routine office work is carried out by officers within the delegated powers. The stages to submit the files are shown as under:

#### Part -I

- \* Assistant
- \* Section Officer (Estt/GA),
- \* Asstt. Resident Commissioner
- \* Principal Resident Commissioner

#### Part-II

- \* Assistant
- \* Manager (Protocol)
- \* Asstt. Resident Commissioner
- \* Principal Resident Commissioner

#### Part-III

- \* Assistant
- \* Accounts Officer
- \* J o i n t Director of Information
- \* Principal Resident Commissioner

#### Part-IV

- \* Senior Clerk
- \* Assistant Manager (House Keeping/Catering)
- \* Chief Administrative Officer
- \* Principal Resident Commissioner

**Information under Section 4 (1)(b) (iii) Act 2005:**

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

Principal Resident Commissioner is the Head of the Department for RCO and Gujarat Bhawan. He enjoys the same financial and administrative powers as delegated to the Heads of Department by the Government. He has delegated administrative and financial powers to the Officers working under him who supervise work of staff as indicated in the organizational chart. Routine office work is carried out by officers within the delegated powers and Government Resolutions/Orders. The proposals which are processed on files follow the hierarchy shown in the organizational chart. The concerned Assistant examines the proposal and puts up to next higher officer i.e. Section Officer who adds his views and submits to the higher officers who then submit to Additional or the Principal Resident Commissioner for final orders.

### Information under Section 4 (1) (b) (iv) RTI Act 2005:

Norms set by RCO for the discharge of its functions:

S. No.	Case initiated by	Time limit for disposal of case		
		Most imp.	Important	General
1.	Assistant	24 hrs.	Two days	3 days
2.	Asstt. Resident Commissioner	24 hrs.	Two days	3 days
3.	JDI/CAO	24 hrs.	Two days	3 days

Norms set for other administrative work and major and minor work of Gujarat Bhawan

• PF withdrawal	: No Powers
• Sanction of EL	: No Powers
• HBA	This office has no power to sanction HBA but application may be forwarded with two days
• Hiring of Car	: No Powers
• Allotment of Rooms	As per policy.
• Civil & Electrical complaint	Immediate & if complain is of major work, it should be addressed within three days.
• Housekeeping	Immediately, on day to day basis
• Catering	Hygienic and quality food to be served regularly.

All officers and staff have to discharge their duties as per norms set by the Government of Gujarat i.e. usually as soon as possible but not beyond three days.

**Information under Section 4 (1)(b) (v) RTI Act2005 :**

Rules, Regulations, instructions, Manuals and records, held by it or are under its control or used by its employees for discharging its functions:

- (1) Rules of Business – 1990.
- (2) Govt. Instructions / orders issued by the Govt. under Rules of Business.
- (3) Gujarat Financial Powers (Delegation) Rules – 1998.
- (4) Gujarat Civil Services Rule for classification & Recruitment Rules 1971.
- (5) Gujarat Civil Services (Discipline and Appeal) Rules 1971.
- (6) Gujarat Civil Services (Conduct) Rules – 1971.
- (7) Gujarat State Budget Manual.
- (8) Departmental Examination Rules.
- (9) All India Civil Services Rules – like - Leave Rules-1955, Discipline and Appeal Rules - 1969.
- (10) Contingent Expenditure Rules
- (11) Gujarat Civil Services Rules (Leave) (LTC & Traveling Allowance) (Pay) (Advances) rules- 2002 issued by the Finance Department.
- (12) All Government Resolutions(GRs) are followed in the decision making process.

**Information under Section 4 (1)(b) (vii) RTI Act2005 :**

Particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to formulation of its policy or implementation thereof :

No  
arrangement  
exists  
for  
consultation  
with or  
representation  
by, the  
members  
of the  
public in  
relation to

**Information under Section 4 (1)(b) (viii) RTI Act2005 :**

Statement of the Bards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :

No Board, Councils, Committees etc exist in RC Organization.  
The formulation of policy or implementation thereof