

## PROACTIVE DISCLOSURE ON RTI ACT 2005

### J.N. INSTITUTE OF MEDICAL SCIENCES, Govt. of Manipur

**Proactive Disclosure under Section 4(1)(b)(iii) :** the procedure followed in the decision making process, including channels of supervision and accountability:

#### CHANNEL OF SUBMISSION OF FILES:

Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
1.	Matter relating to purchased of Equipment, Medical items, furniture, printing, reimbursement, Salary	Director/Administrative Department	DA/Accnt./DDF/Dir/AD/Concerned Minister
2.	Official entitlements (e.g. accommodation, telephones, vehicles, foreign tours, air travel)	Director/Administrative Department	DA/Accnt./DDF/Dir/AD/Concerned Minister
3.	Official entitlements (e.g. accommodation)	Director/Administrative Department	DA/SO/UDC/LDC/D DA/DIR/AD
4.	Entitlement/Purchase of Govt. Vehicles	Director/Administrative Department	DA/Accnt./DDF/Dir/AD/Concerned Minister
5.	Foreign tours/travel /Foreign Air Travel	Director/Administrative Department	DA/SO/UDC/LDC/D DA/DIR/AD
6.	Medical Entitlement.	Director/Administrative Department	DA/Accnt./DDF/Dir/AD/Concerned Minister
7.	Holiday	Director/Administrative Department	DA/SO/UDC/LDC/D DA/DIR/AD//Concerned Minister
8.	Government complexes at various places	Director/Administrative Department	DA/SO/UDC/LDC/D DA/DIR/AD//Concerned Minister
9.	Leave	Director/Administrative Department	DA/SO/UDC/LDC/D DA/DIR/AD
10.	Annual Administration Report	Director/Administrative Department	DA/DEAN(ACAD.)/DIR/AD
11.	State Mourning and Obituary	Director/Administrative Department	DA/SO/UDC/LDC/D DA/DIR/AD