1. **Organisation and Function**

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| **S.**  **No.** | **Item** | **Details of disclosure** | **Remarks/Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)** |
| 1.3 | Procedure followed in decision making process [Section 4(1) (b) (iii)] | 1. **Process of decision making Identify key decision-making points: -** 2. As per hierarchical line of control depicted in the organisational setup, link of which is available on the website of the Institute. 3. By interaction with In-charge and staff. 4. By interaction with stake holders.   The information is available on the website under the link-  [**https://cihts.ac.in/administration/#gsc.tab=0**](https://cihts.ac.in/administration/#gsc.tab=0) | **Fully met** |
| 1. **Final decision making authority: -**   CIHTS Society & Board of Governors, through the delegation of power vested to the Vice-Chancellor & Registrar of the Institute, as per Memorandum of Association Related provisions, acts, rules etc. For administrative function, rules of Central Government, as amended from time to time.  The information is available on the website under the link-  [**https://dopt.gov.in**](https://dopt.gov.in/) | **Fully met** |
| 1. **Related provisions, acts, rules etc.: -**   For administrative functions, rules of Central Government, as amended from time to time.  The information is available on the website under the link-  [**https://dopt.gov.in**](https://dopt.gov.in/)  Central Civil Service (CSS) Rules –    [**https://dopt.gov.in/ccs-cca-rules-1965**](https://dopt.gov.in/ccs-cca-rules-1965)  General Financial Rules (GFR) –  [**https://doe.gov.in/files/circulars\_document/GFR2017\_0\_11zon\_1.pdf**](https://doe.gov.in/files/circulars_document/GFR2017_0_11zon_1.pdf)  UGC Regulations-  [**https://www.ugc.gov.in/regulations**](https://www.ugc.gov.in/regulations) | **Fully met** |
| 1. **Time limit for taking a decision, if any: -**   Time limit for taking a decision is mentioned in Citizen Charter.  The information is available on the website under the link-  [**https://cihts.ac.in/wp-content/uploads/2023/07/CitizensCharter.pdf**](https://cihts.ac.in/wp-content/uploads/2023/07/CitizensCharter.pdf) | **Fully met** |
| 1. **Channel of supervision and accountability: -**   As per Organizational Chart, MoA, Recruitment Rule    The information is available on the website under the link-   1. [**https://cihts.ac.in/administration/#gsc.tab=0**](https://cihts.ac.in/administration/#gsc.tab=0) 2. [**https://cihts.ac.in/moa/#gsc.tab=0**](https://cihts.ac.in/moa/#gsc.tab=0) 3. [**https://cihts.ac.in/wp-content/uploads/2022/09/Recuritment-Rule.pdf**](https://cihts.ac.in/wp-content/uploads/2022/09/Recuritment-Rule.pdf) | **Fully met** |