

COUNCIL OF HIGHER SECONDARY EDUCATION

Manipur

(The statutory body under Department of Education)
Government of Manipur

INFORMATION PUBLISHED UNDER
SUB-CLAUSE (iii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005.

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

1. The Council of Higher Secondary Education, Manipur set up under the Manipur higher Secondary Education Act 2005 defines the authority, responsibility and obligations of the Council in the matter of disposal of business allotted to it. The business of the Council will be disposed of by, or under the direction of the Chairman.
 - a. Cases or Classes of cases to be submitted to the Chairman or its Council for prior approval; and
 - b. The circumstances in which the Council primarily concerned with the business under disposal will have to consult committees of the Council and secure their opinion before taking final decisions.
2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher level e.g., Section Officer/ Under Secretary. Normal Channel of submission of papers is:-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Joint Secretary
3. Above the level of Deputy Secretary/ Joint Secretary, a case may be disposed of at one of the following levels depending on its nature:
 - i. Chairman of the Council
 - ii. Secretary of the Council
4. In cases, where appointment/ sanction etc is to be done based on the recommendations of Administrative Committee with the approval of the Council.