

Procedure followed in decision making processes

- (i) **Process of decision making identify key decision-making points** : The files are initiated from Branches by the concerned Dealing Assistant and are thereafter routed to the Director Academics and Director Administration through Addl. Directors/Joint Director thereafter the decisions are taken by Directors with approval of Chairperson of DJA and in appropriate cases approval is taken from Hon'ble High Court of Delhi.
- (ii) **Final decision making authority** : Some decision can be taken at the level of Director, however in major policy decision the final decision making power rest with Patron-in-Chief, Chief Justice of High Court of Delhi.
- (iii) **Channel of supervision and accountability** : Every employees of DJA is accountable to duties assigned by the competent authority and channel of supervision is as per organization chart.
- (iv) **Time limit for taking a decisions, if any** : Decision are taken at the earliest as per rule.