The procedure for decision making process is followed as per Manual of Office Procedures issued by Department of Personnel & Training. Other relevant rules/guidelines issued by Government of India (for example: GFR, DFPR, FR & SR etc.) are also followed by Department of Empowerment of Persons with Disabilities (Divyangjan)

Channel of Submission and supervision:

Assistant Section Officer (Dealing Hand)—Section Officer—Under Secretary—Director/Deputy Secretary—Joint Secretary/Deputy Director General—Secretary—Minister.