

### 1.3 Procedure followed in the decision-making process

#### 1. The procedure followed in the decision-making process, including channels of supervision and accountability:

- 1.1 The Scientific work assigned to the Dy. Director (QC) and respective Divisional Heads.
  - 1.2 The Administration Division deals with all types of administrative matters, policy, service matters of staff working in the Institute, court cases, recruitment of staff, rajbhasha, handing meetings such as Governing Body, Issues of Office Orders / Circular etc.
  - 1.3 Finance & Accounts Division of the Institute handles all budget related work/salary/pension/ grants of advances to individuals / preparation of annual accounts/ /release of payment to suppliers/ internal audit / CAG paras etc.
  - 1.4 The Procurement Division of the Institute deals with the purchase and issue of the different type of items.
  - 1.5 The Engineering Division looks after the maintenance of building / roads / horticulture / electricity / air conditioning system / equipment etc.
  - 1.6 The IT Cell looks after the maintenance of IT Hardware & Network equipment, Local Area Network, uploading the tender on website / managing LIMS Portal / Online Meetings / CPP Portal / ePublishing / managing GeM Portal / eOffice Portal / Sparrow / eHRMS / Delegated Admin for email etc.
- The decision-making process involves processing of scientific and administrative issues by the subordinate officials on file for a decision by Divisional Heads, Dy. Director (QC) / Dy. Director (Admn.).
  - Proposals requiring the approval of the Director are submitted through Divisional Heads, Dy. Director (QC) / Dy. Director (Admn.) / Purchase Committee.
  - All proposals having a financial implication are examined by the Finance & Accounts Division / Dy. Director (Admn.) / Purchase Committee before their submission to the Director.

  
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