

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

The procedure followed in the decision making process, including channels of supervision and accountability

1.3.1	Process of decision making identify key decision making points Director makes the decisions to sanction/approve as per the rules and delegations of power. Various committees constituted by Director in consultations with Senior Officers, assist in decision making related to various issues. Other routine decisions relating to leaves, advances of junior employees, as per the delegations of power, the concerned officials such as Heads, Sr.AO, Sr. FAO based on appropriate rules.
1.3.2	Final decision making authority Director for all powers delegated by ICAR and others as per the powers delegated by ICAR/Director
1.3.3	Related provision, acts, rules etc. As per Delegation of Powers in ICAR (Also see Section 1.5)
1.3.4	Time limit for taking a decision, if any As per GoI/ICAR guidelines. Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules and regulation and other instruction issued by ICAR from time to time
1.3.5	Channel of supervision and accountability

Submission and Supervision is per the established office procedures. The employee requests are forwarded by their reporting officer to Administration for processing. Other matters such as purchases etc. go through from indenter to final sanction as per GFR.

No.	Items of work	Channel of submission
1.	Establishment matters	Assistant/AAO – AO – SAO/HOA -Director
2.	Financial and Administrative matters	Assistant/AAO- AFAO – SAO/SF&AO – PI/Director
3.	Miscellaneous matters	AAO – AO – SAO/HOA – Competent Authority/ Director