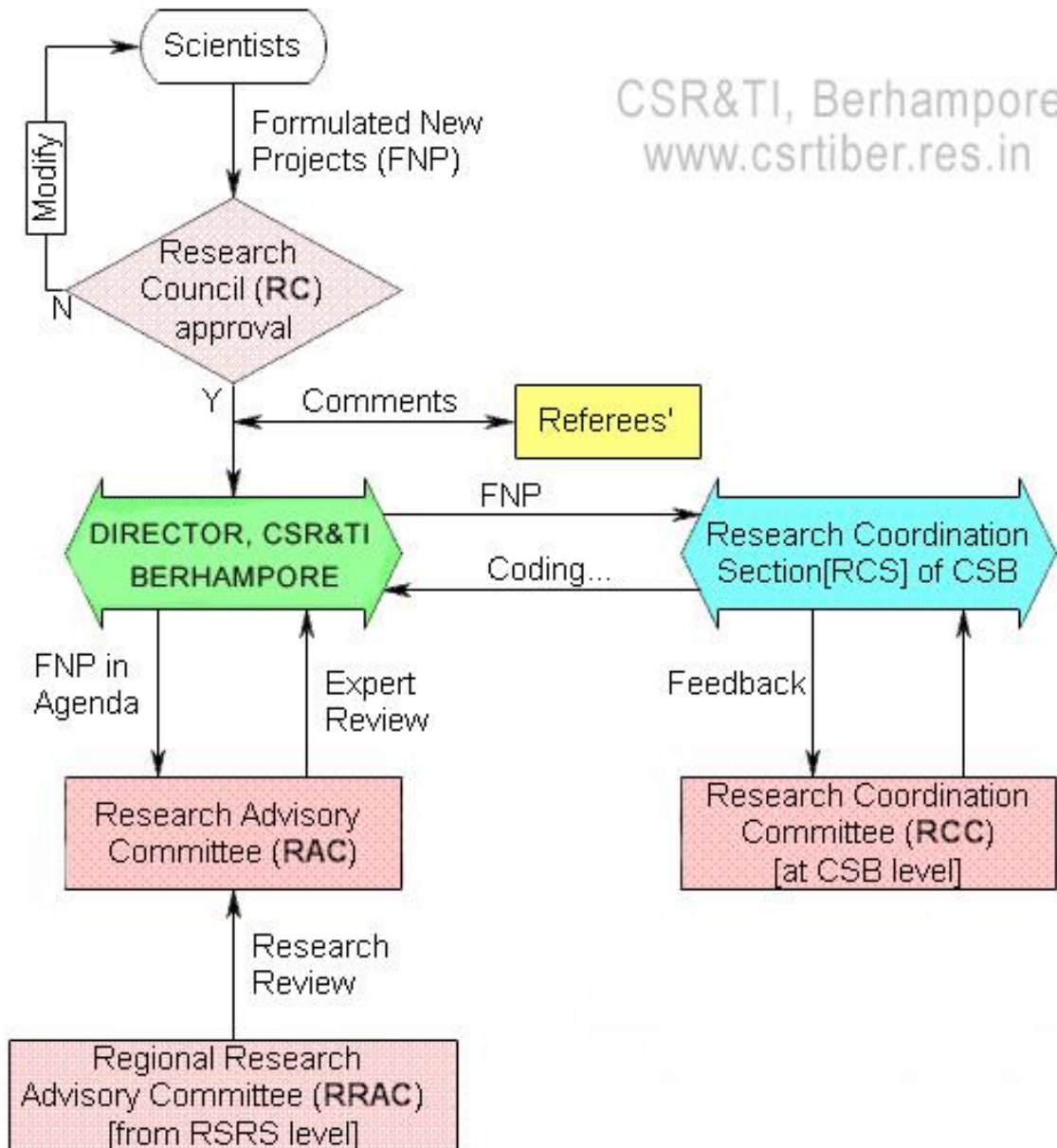


ITEM NO. 3: The procedures followed in decision-making process including channels of supervision and accountability

RESEARCH SIDE:

Procedure followed in decision making process is as shown below.



The Channel of supervision: Director → Scientist-E → Scientist-D → Scientist-C → Scientist-B.

ADMINISTRATIVE SIDE:

ACCOUNTS/AUDIT: Annual Action Plan is prepared and forwarded to Central Silk Board, Bangalore for approval. Grants are obtained for various expenses from Central Silk Board, Bangalore. Expenditures are incurred in accordance with Annual Action Plan. Monthly accounts and annual accounts are forwarded to Central Silk Board, Bangalore as a testimony of utilization of funds. Annual accounts, purchase proposals etc., are audited by the Internal Audit, Central Silk Board, Bangalore and A.G. who furnishes true and fair certificate.

ADMINISTRATION: All receipts are put-up by concerned case workers subject wise to their supervisor viz., Superintendent. The files are examined, suggested and forwarded by the Supdt. to the Sectional heads viz., Assistant Director (Administration & Accounts). All such files are then categorized in accordance with delegation of powers at the level of Section Officer and accordingly disposed. Files requiring sanction / approval of the level of Divisional head and Head of office are then segregated and sent to Divisional Head viz., Deputy Director (A&A). Such files scrutinized and separated according to delegation of powers to the Divisional Head & Head of office. The files which can be disposed at Deputy Director (A&A) level are accordingly disposed but remaining files / cases are referred to Head of office. Accordingly the accountability has been fixed at different points of disposal.

STORE PURCHASE PROCEDURE: Procedure for store purchase as mentioned in G.F.R., are being followed scrupulously and as per the guide lines issued time to time by Central Silk Board and Central Vigilance Commission.