

### Manual 3

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

*The Director is conferred Administrative and Financial powers for utilization of the budget under non plan by the Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Government of India. The Director is assisted in the execution and implementation of various programmes by Heads of Division and Senior Administrative Officer. The Institute Advisory Board reviews the working of the Institute and guides for better working of the Institute.*

| S.No | Type of cases   | Level of final disposal | Channels of submission |
|------|---|-------------------------|------------------------|
| 1    | Creation, abolition and revival of Group A, B, C & D posts                                  | Ministry                | OS/ SAO/ Director      |
| 2    | Continuance of temporary posts Group Group A, B, C & D posts                                | Ministry                | OS/ SAO/ Director      |
| 3    | Conversion of temporary posts into permanent posts  | Ministry                | OS/ SAO/ Director      |
| 4    | Redesignation of Group A, B, C & D posts  | Ministry                | OS/ SAO/ Director      |
| 5    | Review of staff strength  | Ministry                | OS/ SAO/ Director      |
| 6    | Review of Scale of pay  | Ministry                | OS/ SAO/ Director      |
| 7    | Upgradation of Group A, B, C & D posts  | Ministry                | OS/ SAO/ Director      |
| 8    | Appointment to Group 'C' & 'D' posts  | Director                | OS/ SAO                |
| 9    | Convening of DPC Group 'C' & 'D'  | Director                | OS/ SAO                |
| 10   | Termination of probation of Group A, B, C & D posts (on the basis of recommendation of DPC) | Director                | OS/ SAO                |
| 11   | Permission under Conduct Rules in respect of Group 'C' & 'D' posts                          | Director                | OS/ SAO                |
| 12   | Framing/amendment of Recruitment Rules in Respect of Group A, B, C & D posts                | Director                | OS/ SAO                |
| 13   | Grant of higher initial pay/advance increments  | Ministry                | OS/ SAO/ Director      |
| 14   | Honorarium to Officers & employees  | Director                | PS/ SAO                |
| 15   | Transfer to foreign service/deputation in the Case of Group 'A' officers                    | Ministry                | SAO/ Director          |
| 16   | Fixation of terms of foreign service deputation   | Ministry                | SAO/ Director          |
| 17   | Fixation of pay of Group 'A' officers   | Ministry                | SAO/ Director          |
| 18   | Fixation of seniority of Group 'A' officers   | Ministry                | SAO/ Director          |
| 19   | Forwarding of applications of Group 'A' officers for outside posts                          | Ministry                | OS/ SAO/ Director      |
| 20   | Re-employment   | Ministry                | OS/ SAO/ Director      |
| 21   | Condonation of interruption/deficiency in service   | JS                      | SO/ US/ DS/ Directo    |
| 22   | Counting of period of adhoc officiation towards probation period                            | Ministry                | OS/ SAO/ Director      |
| 23   | Grant of study leave in India   | Ministry                | OS/ SAO/ Director      |
| 24   | Grant of study leave for studies abroad   | Ministry                | OS/ SAO/ Director      |
| 25   | De-reservation of reserved vacancy  | Ministry                | OS/ SAO/ Director      |
| 26   | Transfer and termination of lien of Gazetted Officers                                       | Ministry                | OS/ SAO/ Director      |

|    |   |                     |                               |
|----|---|---------------------|-------------------------------|
| 27 | Resignation of Group 'A' Officers   | Ministry            | OS/ SAO/ Director             |
| 28 | Confirmation of Group 'A' Officers  | Ministry            | OS/ SAO/ Director             |
| 29 | Review of Group 'A' & 'B' Officers at the age of 50 years   | Ministry            | OS/ SAO/ Director             |
| 30 | Sanction for air travel/ACC for non-entitled Officers in accordance with the latest orders on the subj  | Ministry            | OS/ SAO/ Director             |
| 31 | Relaxation of conditions in leave travel concession   | Director            | OS/ SAO/ Director             |
| 32 | Delegation of powers to subordinate Officers  | Director            | OS/ SAO                       |
| 33 | Delegation/Deputation abroad  |                     |                               |
|    | (a) Proposals for training (Provisional acceptance)   | Ministry            | OS/ SAO                       |
|    | (b) Final decision regarding training abroad  | Ministry            | OS/ SAO                       |
|    | (c) Deputation/Delegation for conference etc.   | Ministry            | OS/ SAO                       |
|    | (d) Request from foreign governments for training in India  | Ministry            | Director/ SAO                 |
| 34 | Budget proposals  | Director            | ASO/ SAO                      |
| 35 | Audit objections  | Director            | ASO/ SAO                      |
| 36 | Appropriation of accounts   | Director            | ASO/ SAO                      |
| 37 | Budgetary position-review of  | Director            | ASO/ SAO                      |
| 38 | New Plan Schemes  | Ministry            | APST/ PST/ SAO/ Director      |
| 39 | Review of Plan Schemes  | Ministry            | APST/ PST/ SAO/ Director      |
| 40 | Questions, motion and discussions in Parliament:  |                     |                               |
|    | Starred questions   | Ministry            | OS/ SAO/ PST (S&I)/ Director  |
|    | Unstarred questions   | Ministry            | OS/ SAO/ PST (S&I)/ Director  |
| 41 | Nomination of officials on Committees   | Ministry            | SAO/Director                  |
| 42 | Construction of buildings   | Ministry            | Estate Officer/ SAO/ Director |
| 43 | Attending seminars/ conferences/ training programmes:   |                     |                               |
|    | Within India  | Ministry / Director | SAO/ Director                 |
|    | Abroad  | Ministry            | PST/ SAO/ Director            |
| 44 | Prescription/revision of fees charges for various Services rendered by National Sugar Institute, Kanpur | Ministry            | HoD/ Director                 |
| 45 | Exemption from payment of fees charged by National Sugar Institute, Kanpur.                             | Ministry            | HoD/ Director                 |
| 46 | Implementation of Senior Research/Research Fellowship Schemes   | Ministry            | Education Incharge/ Director  |
| 47 | Constitution of Advisory Board of National Sugar Institute, Kanpur                                      | Ministry            | PST/Director                  |
| 48 | Nominations for admission to National Sugar Institute, Kanpur   | Ministry            | Education Incharge/ Director  |