

### **Channel of supervision and accountability**

<b>S. No.</b>	<b>Type of cases</b>	<b>Channel of submission</b>	<b>Level of final disposal</b>
1.	Policy Matters	Director	Governing Body
2.	Quotation from Suppliers	Purchase Section	Director
3.	Application form for recruitment to various regular/contract posts	Administrative Officer	Director
4.	Bills (Vendor)	Accounts section	Director
5.	Application forms for grant of various leaves	Administration section	Administrative Officer
	Application for special kinds of leave and Group A officers		Director
6.	Application/Request for issue of Experience Certificate/No Objection Certificate	Administration section	Director
7.	Application for grant of Leave Travel Concession	Administration section	Director
8.	Application for reimbursement of Children Education Allowance for regular staff	Accounts section	Director
9.	Application for permission to participate in Conference/Seminar/Workshop	Administration section	Director
10.	Purchase Requisition	Purchase section	Director
11.	Request for refund of Earnest Money Deposit	Purchase section/ Maintenance section	Director
12.	Travel Allowance Bills/Leave Travel Concession Bills/News paper allowance/Reimbursement of Medical Bills	Accounts section	Director
13.	Income Tax returns of regular staff	Accounts section	Director
14.	Annual Property returns	Administration section	Director
15.	Progress Reports of Ph.D. scholar/proposal copies/research proposals	Directors Office	Director

#### **1.3. Procedure followed in decision making process**

1. Process of decision making Identify key decision making points
  - Administration & Accounts: Office Superintendent – Administrative Officer – Director
  - Purchase: Officer-in-Charge – Purchase Committee – Director
  - Estate: Officer-in-Charge – Controlling Officer - Estate Committee - Director
  - Production Process: Section-in-Charge - Officer-in-Charge – Controlling Officer – Director