

### 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