

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

As explained in the duties, Director as Head of Department, in consultation with the Senior Officers takes decisions in the day-to-day administrative/technical matters and functioning of the Institute. With regard to administration, purchase committees are setup and the procedure followed regarding procurement to stores. Regarding technical matters, the proposals are scrutinized by the technical officers and engineers and put up-to Director for decision. Accountability vests with the Director/technical officers/Administrative Officer in the sphere of task handled by them.

The norms set by it for the discharge of its functions:

As laid down in the GFR, various Government of India Rules, the norms are followed.