

## Decision making process: Key decision making points

**What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulation etc can be made)**

- a) For management of the Institute's functioning, management council is there to consider various issues. The functions of the Management Council are as under:
  - i. To administer and manage the affairs and environs of the laboratory.
  - ii. To write off irrecoverable monetary losses and Stores within the limits prescribed by CSIR.
  - iii. To recommend the resource allocation for R&D activities/facilities of the Lab./Institute.
  - iv. To monitor the progress of R&D and other activities of the Lab./Institute.
  - v. To recommend devolution of powers to the project leaders for the proper implementation of the projects/activities.
  - vi. To approve contract R&D, consultancy projects and licensing of IPR beyond powers of Director.
  - vii. To consider the annual report of the National Laboratory.
  - viii. To constitute selection committees and assessment committees for all Technical and Support Staff.
  - ix. Any other matter, as may be referred by the Director-General
- b) For day to day functioning "Internal Management Committee (IMC)" considers various issues. The meeting of IMC takes place generally once in a month.
- c) For service matters rules and regulations of Government of India/CSIR are followed in the Institute
- d) For business matter there is a business development group which considers the business negotiations with the different parties/partners.

**What are the documented procedures/laid down procedures/defined criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

- a) For service matters all the rules and regulations of CSIR
- b) For ascertaining different categories of project/services and also for providing incentives to Scientists and S&T staff the procedure is followed as laid down in "Guidelines for technology transfer and utilization knowledgebase June 2005"
- c) For foreign deputation matters guidelines of CSIR guidelines - 1996 for overseas visits of CSIR personnel, CSIR supported other Indian scientists, foreign scientists to CSIR revised on August 2005.

**What are the arrangements to communicate the decision to the public?**

Decisions to public normally are conveyed by Scientist, Information on behalf the Director of the Institute.

**Who are the officers at various levels whose opinions are sought for the process of decision making?**

Policy decisions are considered in the meeting of Management Council. Matters related with Research and Development is decided in the meeting of Research Council.