

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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.

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.

Who is the final authority that vets the decision?

In most of the cases, the Final decision taking authority is Director, CSIR-CIMAP. however, in cases, where it requires the approval of CSIR headquarters, the Institute refers to CSIR headquarters for necessary clearance/ approval as required under the rules and regulations of CSIR

INTERNAL MANAGEMENT COMMITTEE (IMC)

- a) Subject on which the decision is to be taken Day to Day Routine matters
- b) Guideline/Direction, if any
- c) Process of Execution

All matters at the Management Committee meeting shall be decided by the majority view. Each member including the Chairman shall have one vote.

The Chairman of Management Committee shall preside the meeting and in the event of temporary vacancy in the office of the Director or absence of Director on account of illness, leave, deputation abroad, etc., the Acting Director of the Laboratory shall be the Chairman of the Management Committee.

The Chairman of IMC shall preside the meeting of the IMC and also approve the Proceedings. The Management Committee shall meet as and when

required for effective management of the Lab./Instt. But not less than thrice in a financial year.

Designation of the officers involved in decision making

- i. Director of the National Laboratory – Chairman
- ii. Four scientists of the Laboratory representing the staff of various age groups.
- iii. One representative of the technical personnel.
- iv. One Director level scientist from the same Laboratory or sister laboratory.
- v. Head, Research Planning Business Development/Planning, Monitoring and Evaluation of the National Laboratory.
- vi. Controller of Finance & Accounts/F&AO of the Lab.
- vii. Controller of Administration/Administrative Officer of the Laboratory as Member Secretary

RESEARCH COUNCIL (RC)

- a) Subject on which the decision is to be taken
 - i. Advise on the formulation of R&D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, national priorities and opportunity areas.
 - ii. Suggest networking with other CSIR National Laboratories on programmes of mutual interest.
 - iii. Review R&D activities and research programmes and advise on future directions.
 - iv. Advise on fostering linkages between the Laboratory, industry and potential clients.
 - v. Any other function as may be assigned by Director General / Governing Body.
- b) Guideline/Direction, if any : Generally held twice in a year
- c) Process of Execution
 - i. Members at (I), (ii) and (iv) including the Chairman shall be nominated by Director General. The Secretary of the Research Council shall be nominated by the Director. The Secretariat for Research Council shall be provided by the National Laboratory.
 - ii. The Chairman of RC shall preside the meeting. In the absence of the Chairman, members present shall elect a member to preside the meeting.

- iii. The term of nominated members of Research Council shall be for a period of three years. The Research Council shall meet not less than two times a year.
- d) Designation of the officers involved in decision making
 - i. Five external experts, one of whom shall be designated as Chairman
 - ii. Representative of concerned Scientific Departments/Agencies of Government of India
 - iii. Director of the Laboratory
 - iv. Director/Sr. Scientist from a sister laboratory.

Director General or his representative shall be permanent invitee.