

Section 4(1)(b)(iii) of the RTI Act, 2005

Procedure followed in the decision-making process, including channels of supervision and accountability.

At ICAR-CRIJAF, decisions are executed through a dual structure: administrative/financial pipelines governed by central office manuals, and scientific pipelines governed by institutional peer committees under ICAR guidelines.

1. The Decision-Making Process

Decisions at ICAR-CRIJAF are systematically processed through a hierarchy of initial file creation, statutory review, and final executive approval:

- **Initial Processing (Case Initiation):** General administrative, financial, and technical requests are put up on files at the grassroots level by Dealing Assistants or Technical Personnel.
- **Administrative & Financial Screening:** The files move upward to Assistant Administrative Officers (AAOs). Financial matters are routed explicitly through the **Senior Finance & Accounts Officer (SF&AO)** for mandatory pre-audit checks against General Financial Rules (GFR). Administrative matters are processed by the **Senior Administrative Officer (SAO)** for policy and rule checks (FR&SR, CCS Conduct Rules).
- **Technical / Scientific Screening:** Research project formulations, field trial mandates, and regional multi-location testing protocols are coordinated and verified by the **Prioritization, Monitoring, and Evaluation (PME) Cell** and individual **Heads of Research Divisions (HoDs)**.
- **Final Disposal:** The Director, acting as the Head of the Department, evaluates the recommendations and either grants the final financial/administrative sanction or returns the file with queries.

2. Channels of Supervision and Accountability

Depending on the category of work, files follow strict, legally binding channels to maintain accountability:

Category of Work	Channel of Submission & Supervision	Accountable Authority
Establishment & Personnel Matters	Dealing Assistant /AAO/ Senior Administrative Officer (SAO) /Director	SAO (Rule Compliance) Director (Final Authority)
Financial & Purchase Procurement	Indenting Officer/Scientist / Purchase Section / SAO /Senior Finance & Accounts Officer (SF&AO) / Director	SF&AO (Pre-Audit Propriety) Director (Sanctioning Authority)

Research & Project Management	Scientist (PI) / Head of Division (HoD) / PME Cell / Director	HoD / PME In-Charge (Technical Audit)
Regional Station Operations	Station Staff / Head of Regional Station / SAO / SF&AO (HQ) / Director	Head of Regional Station (Local Management)
Category of Work	Channel of Submission & Supervision	Accountable Authority

3. Institutional Committee-Based Decision Making

To avoid arbitrary individual decisions on critical matters, the Director constitutes specialized committees consisting of senior scientists and administrative officers who provide collective recommendations:

- **Institute Management Committee (IMC):** A statutory ICAR-appointed body that reviews and approves annual budget estimates, infrastructure development schemes, and high-value expenditures that cross the individual financial powers of the Director.
- **Research Advisory Committee (RAC):** Composed of external eminent agricultural scientists who provide policy guidelines, select thrust research areas, and align CRIJAF's achievements with national agricultural goals.

4. Statutory Regulations and Timeframes

- **Governing Guidelines:** The manual of office procedures, ICAR Rules and Bye-laws, Government of India GFR (General Financial Rules), and central circulars govern every step of the decision-making pipeline.
- **Time Limit for Decisions:** No fixed universal time limit exists for every single action; however, files are processed expeditiously. Emergency, medical, or time-sensitive procurement files are explicitly tracked under e-Office parameters to ensure rapid disposal as per GoI timelines.