

**ITEM NO. 3. The procedures followed in decision making process including channels Of Supervision and accountability**

**ADMINISTRATIVE PROCEDURE**

- i) All receipts are put-up by concerned case workers subject wise to the Sectional heads viz. Assistant Director (Administration & Accounts) Establishment and Accounts.
- ii) All such files are scrutinized/examined & then categorized in accordance with delegation of powers at the level of Section Officer and accordingly disposed.
- iii) Files requiring sanction/approval of the level of Head of office are then segregated and send to the Head of office.
- iv) So is the channels of supervision included in the procedure.

**TECHNICAL PROCEDURE**

- i) Quarterly technical report regarding rearing, grainage & production of DFLs are obtained from 23 field Units scattered all over India, examined and compiled by Scientist-C and monitored by Divisional Head viz. Scientist-D.
- ii) DFLs distribution programme is monitored at the level of Scientist-D and Head of Office.
- iii) Quarterly review meetings are held.
- iv) Annual report are prepared and circulated.

**ACCOUNTS & AUDIT PROCEDURE**

- i) Annual action plan is prepared and forwarded to Central Silk Board, Bangalore for approval.
- ii) Grants are obtained for various expenses from Central Silk Board, Bangalore.
- iii) Expenditure are incurred in accordance with annual action plan.
- iv) Monthly accounts and annual accounts are rendered to Central Silk Board, Bangalore as a testimony of utilization of funds.

- v) Annual accounts, purchase proposal etc. are audited by the Internal audit, Central Silk Board, Bangalore and Accountant General, C.G., who furnishes true and fair certificate.

#### **STORE PURCHASE PROCEDURE**

- i) **Procedure for store purchase as mentioned in G.F.R/CVC guideline, are being followed scrupulously.**