

III

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

A) Head office Level

In the Head office cases are processed as per norms and rules at Branch Level under concerned Assistant Director/Deputy Director. Routine cases are finalized at the level of Assistant Director/Deputy Director whereas important cases including cases of postings, transfers etc are sent to the Head of the department i.e. Director Technical Education and Industrial Training of orders. Govt. advice/orders are also obtained in cases involving Group-A officers and other important/policy matters.

B) Field Level

Head of the institute acts as Head of office in field . Most of the cases are disposed of at the Head of Office level. The cases involving postings, transfers and policy matters are referred to the Head of the department. Every employee/officer is accountable to the higher level official/officer.