

IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AT IFB, HYDERABAD

Information provided under the Section 4(1) of the act.

3. Sec.4(b)(iii): The procedure followed in the decision making process, including channels of supervision and accountability

Overall In-charge of the Institute is the Director, Therefore, most of the powers pertaining to administration and finance lies with him. However, the following procedure is being followed in decision making process and supervision:

Head of Office has been given the charge of Establishment section while the works of Estate, Vehicle section & Library is given to Dy. Conservator of Forest. The Accounts section is headed by the Drawing and Disbursing Officer (DDO) while the Purchase/Procurements officer looks after the purchase section. The channel of supervision and accountability is as follows:

The dealing hand (of the rank of LDC) put up the file/correspondence to the Officer-in-Charge in the section. In case of Establishment Section, the dealing assistant is putting up the file/correspondence to the Head of Office. Concerned dealing assistant, after proper scrutiny, are putting up the all files/ correspondence to the Drawing & Disbursing Officer & Head of Office as the case may be, for checking at their level. The Head of Office is putting the same in cases, powers have not been delegated to them, they are putting up those cases to the Director for sanction and approval.

In case of correspondence relating to Estate the dealing assistant is putting up the correspondence to the Estate Officer and Estate Officer is taking decision as per his powers and cases beyond his powers are being sent to Director with their recommendations for final decision.

It is pertinent to mention here that some powers like transfer & appointment of Group A & B, nomination of officers/ Scientists for workshop/seminars/ training abroad, final approval of reply of court cases etc., and financial matters beyond the power of Director lies with the D.G. ICFRE. These cases are being sent to DG, ICFRE as per requirement with full justification.