

Date last updated on: 22.02.2020

Section 4(1) (b)(iii)

1.3 Procedure followed in the decision making process [Section 4(1) (b)(iii)]

The procedure indicated in the Manual of Office Procedure (MOP) for decision making is followed in the ICAR-Central Institute of Post-Harvest Engineering & Technology. Accordingly, Assistant Administrative Officer takes action with the help of staff (Assistant, UDC and LDC) posted in his Section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Assistant Administrative Officer submits the file to Sr. Administrative Officer who in turn submits the file to Finance & Accounts Officer/Director. The Director of the Institute is final decision authority.