

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

1.3.1	Process of decision making, Identify key decision making points	The Director is the Head of the Institute. Senior Administrative Officer and Finance & Accounts Officer guide the Director in day-to-day administration while scientists carry out approved research programme on mandated crops under the direction of the Director. The Director as a Chairman of the Institute Research Council (IRC) reviews the research projects in the IRC meetings held twice in a year. External subject experts are also invited to the meetings. Detailed project-wise Technical programmes and Guidelines for implementation are prepared. The Research Advisory Committee (RAC) suggests research programmes based on national and global context of research in the thrust area. It also reviews the research achievements of IIOR and see that they are consistent with the mandate of IISR. The Institute Management Committee (IMC) periodically reviews the progress of development schemes, consider proposals for the annual budget and the items of expenditure which are beyond the powers of Director. The Quinquennial Review Team (QRT) constituted by ICAR reviews the progress of research programmes of IISR and AICRP programmes once in five years. Institute budget is presented and sanction obtained from the five year plans of Government of India. Institute Joint Staff Council (IJSC) meetings are regularly held to discuss and take care of the staff problems. AICRP technical programmes in Soybean (Glycin Max. L) are discussed in the Annual group meetings of AICRPS held every year and further technical programmes and Implementation guidelines for the ensuing year are drawn up for each of the mandate crops in the annual group meetings.
1.3.2	Final decision making authority	DIRECTOR, INDIAN INSTITUTE OF SOYBEAN RESEARCH, KHANDWA ROAD, INDPORE (M.P)
1.3.3	Related provisions, acts, rules etc.	The Indian Institute of Soybean Research works as per rules and regulations of ICAR Society under the Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Govt. of India. ICAR follows GOI rules <i>mutatis mutandis</i> . All Government of India Rules and Regulations as endorsed by ICAR are applicable in discharging the functions at IISR, Indore. Agricultural Research Service rules, Technical Service Rules specially designed for Scientists and Technical personnel in

		ICAR are applicable to IISR also. The PME Cell, IISR maintains research projects files and other related records of research. The Library maintains books, journals and subscribed Databases in CDs. Farm section maintains farm related documents/files. Documents for farmer's service including books, booklets, bulletins, folders, videos and CDs are also available. Purchase related documents/files are held with administration. Service related documents and manuals are maintained by the concerned sections in the administration and accounts wing.
1.3.4	Time limit for taking a decisions, if any	Not Applicable
1.3.5	Channel of supervision and accountability	Each administrative function is initiated from one of the above administrative sections and forwarded to the Director through Senior Administrative Officer and Finance & Accounts officer by the Section In-charge/AAO/Assistant for final approval. While passing the files / proposals through these sections, Senior Administrative Officer and the Finance Officer are free to add their views and submit a final proposal to the Director for his approval. Several complex and technical matters are processed through specially constituted committees such as Purchase Advisory Committee, Estate Management Committee etc. These committees are headed by a Senior Principal Scientist and the FAO and SAO are also members of all such committees. All files are processed as per rules and regulations and guidelines set by ICAR.