

1.3 Procedure followed in decision making process.

(i) Process of decision making -identify key decision making points.

Procedure followed in the decision making process including channels of supervision and accountability:

Broadly, three types of decisions are taken in the organisation viz., Technical, Administrative, Financial and Procurement areas.

➤ Technical Decision Making Process:

Technical decisions based on programmatic considerations are taken through a process of rigorous review. The technical decisions generally are related to the choice of technology, design optimisation, configuration of the spacecraft and launch vehicles, component selection, test setups & testing methodology, system/subsystem specifications, interface mechanisms, mission parameters, etc. The activities carried out at Department of Space are largely project oriented. Project level decisions are taken through three principle mechanisms viz., Project Executive Decisions, Project Management Decisions and Project Reviews.

A Project Director is designated for each Plan project who is the Chief Executive of the Project. He is assisted by a team of Deputy Project Directors who are responsible for delivering various subsystems required for the project and a Project Management Office. Technical decisions on day-to-day basis are taken by the Deputy Project Directors, with the approval of Project Director where required, after due reviews and consultations. The Project Management Office supports the decision making process with the required data and analysis support.

All the Plan projects/schemes undertaken in the area of satellites, Launch Vehicles and Space Applications have a two-tier project management structure viz., Project/Programme Management Council (PMC) and Project Management Boards(PMB) to closely monitor and review the progress comprehensively covering the technical, managerial, cost and schedule aspects. All the technomanagerial decisions at the system level are taken by the PMB and PMC.

Systematic reviews are organised at designated progress milestones for each project at various stages of the project lifecycle such as Preliminary Design Review, Detailed Design Review, Critical Design Review and PreShipment Review to assess the technical progress of the project, resolve interface issues and ensure compliance to the project objectives. External experts from other institutions/organisations are also invited to participate in the review meetings. All these reviews follow extensive documentation and systematic monitoring & follow-up of the action items to ensure timely completion of the project. All

important technical decisions on system level performance and adherence to mission objectives and specifications are arrived at during these reviews.

➤ **Administrative Decisions:**

Administrative decisions pertain to recruitment and review, personnel services, career opportunities, human resource development, disciplinary and legal matters, official language implementation, public relations, Estate Management, administration of Health scheme, Security matters, Annual Performance Appraisal Reviews, welfare, RTI etc. Most of the decision making has been decentralised and are taken as per the delegation of powers. As a part of decision making process, a three tier system viz., Dealing Assistants, Officer and Head of the Office/Department has been implemented to place on record the relevant facts and data, Rule provisions/position and systematic analysis of the issues in order to facilitate a rational decision making process. Appropriate grievance redressal mechanisms have been set up to provide an opportunity to all those affected by any decision to put forth their view point for consideration.

➤ **Financial Decisions:**

Financial decisions relate to Annual Budgets & budgetary control, Reappropriations, Accounting practices/methods as per GOI instructions, Financial Sanctions for projects / schemes, Procurement of stores and equipments, Award of contracts for constructions, Advance/milestone payments, Terms/mode of payment, etc., All Financial decisions are taken by the designated executives within the powers delegated to them. The Centre has a designated Internal Financial Advisor and all the financial decisions are routed through Internal Financial Advisor to ensure due diligence in financial decision making. Department has brought out a Purchase Manual and Store Procedure detailing the procedures to be followed in procurement decision making. The Centre has put in place a rigorous pre-audit system and senior level contract finalisation committees/purchase committees to ensure objective and rational decision making in procurement contracts including construction contracts. Besides this, a centralised internal audit wing has been set up in the Department for conducting systematic audit (post-audit) of functioning and decision making systems in various centres/units for identifying corrective actions as required.

➤ **Procurement Decisions:**

Purchase decisions pertain to the procurement of materials/hiring various services, disposal of scrap materials etc. These activities are governed by the guidelines stipulated and issued through DOS Purchase Manual and DOS stores

Procedure and also as per the guidelines issued by Nodal Ministries & CVC from time to time. As a part of decision making process, a three tier system viz., Dealing Assistants, Officer and Head of the Office/Department has been implemented.

(ii) Final decision making authority

The final decision making authority within the Centre is Director, VSSC.

(iii) Related provisions acts, rules etc.

For the convenient transaction of business of the government the following rules are framed.

1. Government of India (Allocation of business) rules.
2. Government of India (Transaction of business) rules.

The transaction of business rules defines the authority, responsibility and obligation of the Department in the matter of disposal of business allotted to it. The rules and regulations formulated by the Government of India in the form of fundamental Rules, Supplementary Rules, General Financial Rules, Delegation of Financial Powers Rules, etc., are followed with suitable modifications, wherever required. The following are the general rules/manuals used by its employees for discharging functions:-

1. FR &SR, 1922
2. General Financial Rules 1972
3. CCS (Conduct Rules), 1964
4. Establishment Manual
5. DOS Employees' (CCA Rules), 1976
6. DOS Study Leave Rules
7. DOS Allotment of Residence Rules
8. DOS Book of Financial Powers, 2003
9. Receipt and Payment Rules
10. Civil Accounts Manual
11. CPWD Manual
12. IT Rules
13. DOS Purchase Manual
14. DOS Stores Procedure
15. Contract Labour (Regulation & Abolition) Act, 1970
16. Foreign Trade (Development & Regulation) Act
17. Foreign Exchange Management Act
18. FEMA Rules

19. Goods & Service Tax Act
20. CVC Guidelines
21. Manual for Procurement of Goods 2017
22. Manual of Procurement of Consultancy Services 2017
23. Employment Exchanges (Compulsory Notification of vacancies) Act, 1959
24. Employees Provident Funds and Miscellaneous provisions Act, 1952.
25. Central Government Employees Group Insurance Scheme 1980
26. HBA Rules
27. Leave Travel Concession Rules
28. Children Education Allowance Rules
29. Central Services (Medical Attendance) Rules
30. The customs Act 1962
31. Carriage by Air Act 2016
32. Carriage of goods by Sea Act 1925
33. Carriage by Road Act 2007
34. Customs Tariff Act 1975
35. Customs Manual 2018
36. Sale of Goods Act 1930
37. Arbitration Act 1940
38. Arbitration & Conciliation (Amendment) Act 2015
39. ICC Rules of Arbitration
40. Indian Contract Act 1872
41. Negotiable Instruments Act 1881
42. Information Technology Act 2000
43. Disaster Management Act
44. Professional Tax Act
45. Employees State Insurance Act
46. Apprentice Act

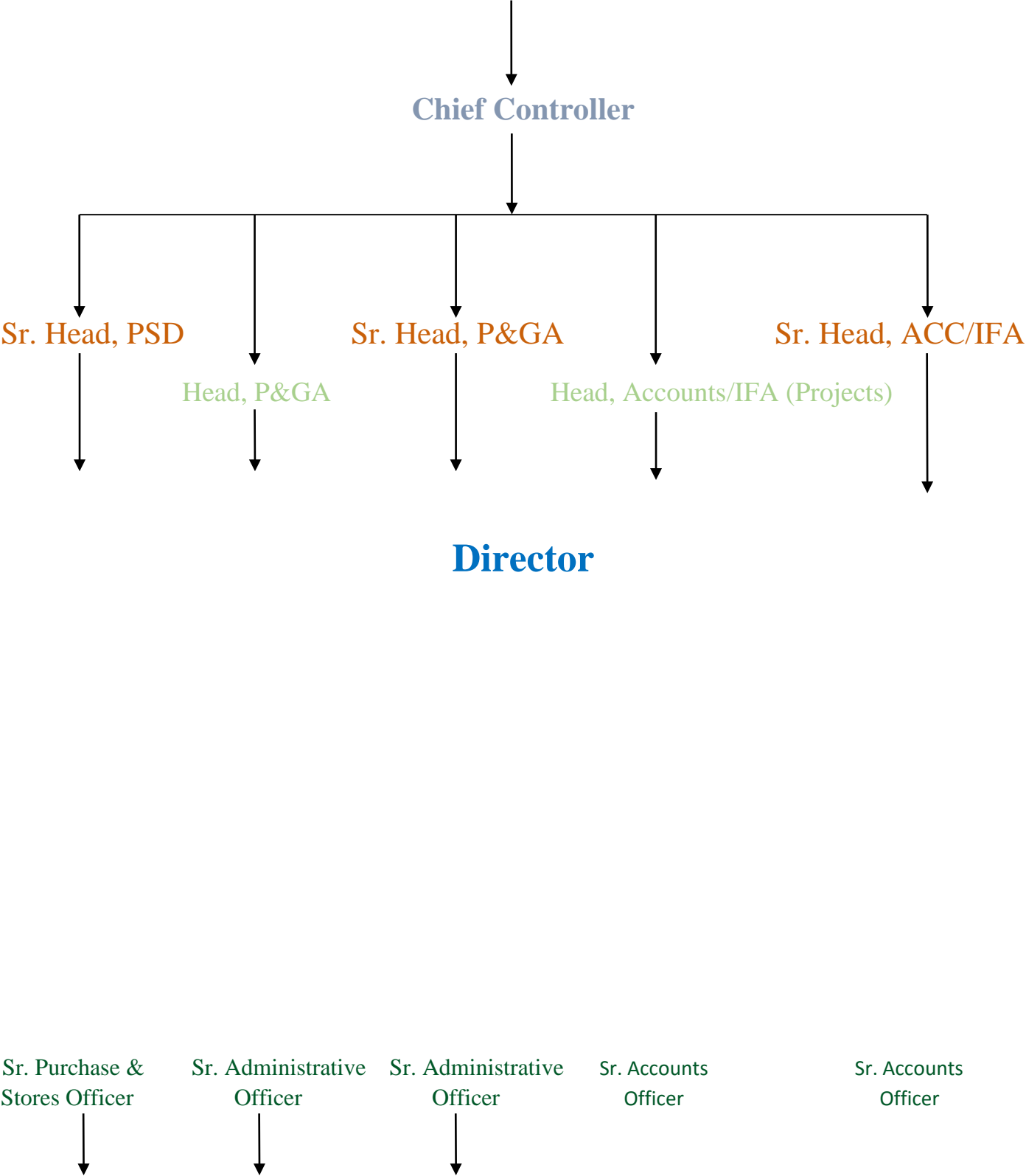
(iv) Time limit for taking decisions, if any

Time limits prescribed is different for various purposes. For recruitment purposes the last date for submitting the application will be stipulated in the notification itself. Similarly for submitting the bid for procurement of various materials and availing various services, the last date will be mentioned in the tender notice. The time limit for submission of final bill against procurement will also be mentioned in the purchase order. The scrapes are primarily disposed through MSTC and the time limit for various activities will be mentioned in the MSTC website.

If a representation is received from the public, the response will be given as early as possible. If a decision could not be given within the stipulated period, an interim reply as and when applicable informing the status of his representation will be sent to the representationist immediately.

(v) Channel of supervision and accountability

For the channel of supervision and the accountability please click the link given below:



Purchase &
Accounts Officer
Stores Officer



Staff

Staff

Administrative

Officer



Staff

Administrative

Officer



Staff



Accounts Officer



Staff

