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**ALL INDIA INSTITUTE OF SPEECH & HEARING,**

**MANASAGANGOTHRI, MYSORE - 570 006**

1 Organisation and Function

* 1. **Procedure followed in decision making process [Section 4(1)(b)(iii)]**
1. **Process of decision making identify key decision making points**

The procedures and processes are broadly as per Government of India norms/pattern and as laid down by the Executive Council, Academic Sub Committee and Finance Committee, AIISH

1. **Final decision making authority**

Director with the approval of Executive Council and Standing Finance Committee-

as per Schedule-I of Bye laws.

1. **Related provisions, acts, rules etc.**
2. Official procedures as per the guidelines of Government of India given in [General Financial Rules](https://www.finmin.nic.in/sites/default/files/GFR2005_1.pdf?download=1) and [Central Civil Services Conduct Rules](https://dopt.gov.in/ccs-conduct-rules-1964)
3. [Guidelines and directives issued by the Ministry of Health and Family Welfare, Government of India](https://main.mohfw.gov.in/Organisation/autonomous-bodies)
4. [Memorandum of Association, Rules and Regulations and the All India Institute of Speech and Hearing Bye-Laws, 1966](https://aiishmysore.in/en/admin/file_att/mou_rules_bye-laws.pdf)
5. [Directives/Guidelines of the Government of India issued from time to time](https://doptcirculars.nic.in/Default.aspx?URL=UWnd5SMSSkgG)
6. [Central Civil Service Rules](https://dopt.gov.in/ccs-conduct-rules-1964)
7. [General Provident Fund Rules](https://dopt.gov.in/sites/default/files/Revised_AIS_Rule_Vol_I_Rule_07.pdf)
8. [Contributory Provident Fund Rules](https://persmin.gov.in/pension/rules_new/cpf_rules_1962_24122013.pdf)
9. [General Financial Rules](https://www.finmin.nic.in/sites/default/files/GFR2005_1.pdf?download=1)
10. [Recruitment Rules – AIISH Positions](http://aiishmysore.in/en/pdf/RecruitmentRules.pdf)
11. [Directives/Guidelines of the Government of India issued from time to time.](https://doptcirculars.nic.in/Default.aspx?URL=ApYu5J8VtciK%20)
12. [Vigilance Manual](https://cvc.gov.in/sites/default/files/ENGLISH-Vigilance%20Manual%202021-2_1.pdf)
13. [Guidelines of Rehabilitation Council of India issued from time to time](http://www.rehabcouncil.nic.in/forms/Sublink2.aspx?lid=861)
14. [Guidelines of University of Mysore issued from time to time](https://uni-mysore.ac.in/cbcs-regulations)
15. **Time limit for taking a decisions, if any\***

Within the prescribed time limit as specified. Time limits for a few major tasks are given below.

|  |  |  |
| --- | --- | --- |
| Sl. No. | Task | Time |
| 1 | Recruitments:1. Regular / Permanent
2. Contract Appointments
3. Placements
 | 4-6 months2-3 months3-4 weeks |
| 2 | Promotion - Regular | 2-3 months |
| 3 | MACP Procedure | 2-3 months |
| 4 | Loksabha / Rajyasabha Starred questions | 2-3 days |
| 5 | Promotion under APS procedure | 3-4 months |
| 6 | Tender notification process | 2-3 months |
| 7 | [Parliamentary unstarred questions timeline](file:///H%3A%5CRTI%202021-22%5C4.7-Parliament.pdf) | 1 day |

\*Depends on the issue pertaining to some clarification, which might arise.

1. **Channel of supervision and accountability**

| **S.****N.** | **Type of Cases** | **Channel of Submission** | **Level of Final Disposal** |
| --- | --- | --- | --- |
| 1 | Policy matters | Director | Executive Council |
| 2 | Quotations from suppliers | Purchase Section/ Chief Administrative Officer | Director |
| 3 | Application forms for recruitment to various regular/contract posts | PL Section/ Chief Administrative Officer | Director |
| 4 | Telephone bills / Water bills / Electricity bills | Accounts Section/Chief Administrative Officer | Director |
| 5 | [Application forms for grant of EL/RL](http://www.aiishmysore.in/en/staff_seminars.html)/ CL / RH / SCL / CPL /CML / CCL of all regular staff including HODs / Heads of Sections / Professors | Establishment Section | Director |
| 6 | Duty/Joining Report(Regular Staff after availing leave/vacation) | Establishment Section | Director |
| 7 | Application/Request for issue of Experience Certificate / NOC (Permanent Staff) | Establishment Section | Director |
| 8 | Application for grant of LTC | Establishment Section | Director |
| 9 | Application for reimbursement of Children Education Allowance for regular staff | Establishment Section | Director |
| 10 | [Application forms for permission to participate in Conference, Seminar, Workshop (in India / abroad) for Regular/ Contract/Project Staff, JRFs](http://www.aiishmysore.in/en/staff_seminars.html) | Establishment Section | Director |
| 11 | Application/Request for issue of Experience Certificate / NOC for Regular/ Contract/Project Staff, JRFs | Establishment Section | Director |
| 12 | Purchase Requisition Forms / Local Purchase Indents | Purchase Section | Director  |
| 13 | Request for refund of EMD/SD | Purchase Section/ Engineering Section | Director  |
| 14 | Attendance Reports of Staff working in DHLS, NBS, BASLP & Outreach Centres | Accounts Section | Director |
| 15 | TA Bills / LTC Bills / News paper allowance / Reimbursement of Medical Bills | Accounts Section | Director |
| 16 | Invoice/Bills | Accounts Section | Director |
| 17 | IT returns of regular staff | Accounts Section | Director |
| 18 | Requisitions for reimbursement of registration fees | Accounts Section | Director |
| 19 | Duty/Joining Report(new appointments on regular basis / contract basis & bond staff) | Personnel Section | Director |
| 20 | Application/Request for issue of Experience Certificate / NOC bond Staff | Personnel Section | Director |
| 21 | [Application forms for permission to participate in Conference, Seminar, Workshop (in India / abroad) for bond](http://www.aiishmysore.in/en/staff_seminars.html) staff | Personnel Section | Director |
| 22 | Annual property returns of regular staff | Personnel Section | Director |
| 23 | Application / Requests from students / JRFs for issue of certificates / documents / attestation | Academic Section | Director |
| 24 | Progress Reports of JRFs / Ph.D. proposal copies / research proposals | Academic Section | Director |