



ALL INDIA INSTITUTE OF SPEECH & HEARING,  
MANASAGANGOTTHRI, MYSORE - 570 006



## 1 Organisation and Function

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

#### (i) 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

#### (ii) Final decision making authority

Director with the approval of Executive Council and Standing Finance Committee-  
as per Schedule-I of Bye laws.

#### (iii) Related provisions, acts, rules etc.

- a. Official procedures as per the guidelines of Government of India given in General Financial Rules and Central Civil Services Conduct Rules
- b. Guidelines and directives issued by the Ministry of Health and Family Welfare, Government of India
- c. Memorandum of Association, Rules and Regulations and the All India Institute of Speech and Hearing Bye-Laws, 1966
- d. Directives/Guidelines of the Government of India issued from time to time
- e. Central Civil Service Rules
- f. General Provident Fund Rules
- g. Contributory Provident Fund Rules
- h. General Financial Rules
- i. Recruitment Rules – AIISH Positions
- j. Directives/Guidelines of the Government of India issued from time to time.
- k. Vigilance Manual

l. Guidelines of Rehabilitation Council of India issued from time to time

m. Guidelines of University of Mysore issued from time to time

**(iv) 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: a) Regular / Permanent b) Contract Appointments c) Placements	4-6 months 2-3 months 3-4 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	1 day

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

**(v) 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

<b>S. N.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
4	Telephone bills / Water bills / Electricity bills	Accounts Section/Chief Administrative Officer	Director
5	Application forms for grant of EL/RL/ 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	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

<b>S. N.</b>	<b>Type of Cases</b>	<b>Channel of Submission</b>	<b>Level of Final Disposal</b>
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 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