



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



1 Organisation and Function

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

(iii) Related provisions, acts, rules etc.

- Official procedures as per the guidelines of Government of India given in General Financial Rules and Central Civil Services Conduct Rules
- Guidelines and directives issued by the Ministry of Health and Family Welfare, Government of India
- Memorandum of Association, Rules and Regulations and the All India Institute of Speech and Hearing Bye-Laws, 1966

(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	4-6 months

	c) Placements	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

(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
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	Establishment Section	Director

S. N.	Type of Cases	Channel of Submission	Level of Final Disposal
	(Permanent Staff)		
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
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

S. N.	Type of Cases	Channel of Submission	Level of Final Disposal
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