

**ITEM NO. 3. The procedures followed in decision making process including channels of supervision and accountability**

In the decision making process, the Director is the head of office and he is assisted by the various scientists and administrative officers and supervisory staff. Powers have been delegated to Director to take decisions pertaining to administration, purchase, construction & disciplinary cases etc. and beyond delegation limit approval are sought from the higher authority i.e. Chief Executive Officer cum Member Secretary, central Silk Board, Bangalore. For all the activities including Research, development & administration the process is initiated by an assistant or a junior officer, which is being scrutinized by a senior officer. Periodical review meetings and sectional meetings serve as the basis of internal supervision. Above this, Internal Audit is empowered to check all financial as well as technical matters. Finally, the office of the Accountant General is empowered to conduct to audit of Accounts as well as technical matters of the Institute on early basis.