

## **ICAR-National Bureau of Plant Genetic Resources**

### **The procedure followed in the decision making process, including channels of supervision and accountability**

The procedure indicating in Manual of Office Procedure (MOP) for decision making is complied with in the National Bureau of Plant Genetic Resources. Accordingly, Assistant Administrative Officer takes action with the help of staff (Assistant, UDC and LDC) posted in his Section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Assistant Administrative Officer submits the file to Administrative Officer who in turn submits the file to Senior Administrative Officer/Senior Finance & Accounts Officer/Director.