

III. The procedure followed in the decision making process, including channels of supervision and accountability.

Research Management System

Stores Section

-  [Guidelines On Procurement And Maintenance Procedure](#)
-  [Highlights of Swamy's Compilation – General Financial Rules](#)
-  [Purchase procedure / guidelines](#)

CMER&TI, Lahdoigarh does not make any policy decision. However, it implements the policies / decisions adopted by Central Silk Board, Bangalore. Only some decisions are made like approval of research projects under the supervision of Research Advisory Committee (RAC) which is constituted by Central Silk Board. The RAC is headed by an eminent scientist outside Central Silk Board and comprised with scientists drawn from different Institutes / Universities for respective fields. The committee also consists of members from State sericulture department of NE region, Farmers, Reelers, and Weavers etc. The research projects approved by RAC are then forwarded to Central Silk Board for administrative approval.

- **Research:**

All research projects are executed by the project leader / concerned scientists as envisaged in the project. However, Director coordinates all the research projects of the main Institute and its delegated units.

- **Extension:**

Extension programmes as per the annual action plan is implemented by the Director through the Scientist-C (Extension) for the main Institute.

Scientist-D, Scientist-C and Unit-in-Charge are responsible for implementation of the extension programmes for the respective units.

- **Accounts & Administration:**

Based on research finding on respective culture, detailed action plan is drawn known as annual action plan of the Institute at the beginning of the year. Considering the funds required for different projects, extension programmes etc. annual budget is prepared and sent to Central Silk Board. All expenditures are regulated as per the respective head of accounts. The salaries of the employees are disbursed as per the salary structure of different grade of employees. Expenditure for all other purposes is done as per the prescribed purchase procedure.

- **Accountability:**

Director being the head of the Institute is accountable for implementation of projects and administrative works. For maintenance of funds, Director / unit head and administrative head of the units are jointly responsible.