

MSME- TECHNOLOGY DEVELOPMENT CENTRE (PPDC), MEERUT (A GOVERNMENT OF INDIA SOCIETY)

THE POCEDURE FOLLOWED FOR THE DECISION-MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

(Under Section 4(1) (b)(iii) of Right to Information Act 2005)

The functions of PPDC are mainly to provide Common Facility Services through Mechanical Workshop, Wood Workshop, Rubber/Plastic Workshop and Testing Laboratory beside organizing Long Term and Short-Term Training including CAD/CAM Courses for the benefits of Sports Goods and Allied industries. Besides this, supporting activities such as purchasing of materials, tools & stationery etc., Store keeping and Administrative and Accounting activities are also there.

For efficient management of the activities there exists a system to ensure speedy & correct decision-making processes. Procedures adopted are as follows:

I. General Process:

- The Section I/c will himself initiate action on the receipts keeping in view the priority requirements.
- Paper work will be kept at essential minimum.
- Least time will be taken for disposal.
- While disposing cases, the Section in charge will aim at optimizing quality as well as quantity of work performed by him & submit the same to the Principal Director.

II. Standard Process Sheet:

For dealing with cases of repetitive nature such as issuance of tender, comparative statement of tenders, order confirmation, job process sheets, sanction of leave, forwarding of applications etc. Standard Process Sheets are advised and being used.

In case of Administration and Accounts standard forms are also used besides the statutory forms.

III. Level of disposal and channel of submission:

As the activity of PPDC is mainly technical in nature the level of disposal and channel of submission have been kept minimum. The Section-in-charge is to initiate/suggest the action to be taken to the Principal Director who has been delegated with certain administrative and financial power to take decision and dispose off the cases. Decisions to be taken beyond the power of the Principal Director shall go to the Chairman/Governing Council besides policy decisions.