सीएसआईआर - भारतीय रासायनिक जीवविज्ञान संस्थान
CSIR - Indian Institute of Chemical Biology
4, राजा एस.सी. मुलिक रोड, कोलकाता 700032
4, Raja S.C. Mullick Road, Kolkata 700032

Procedure followed in decision making process [Section 4(1)(b)(iii)]

Sl. No	Item	Division	Name of Section/Cell	Nature of functions/ services offered
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	General Administration	Establishment Section:	Establishment Section is responsible for Personal Files of employees including maintaining service books, putting up note proposals for various claims of employees like LTC, CEA, NPA, GPF withdrawals etc., maintaining ofleave and attendance records, processing of pension matters, HBA and other advances as per CSIR guidelines.
			Bill Section:	Bill Section is primarily responsible for preparation of Bills relating to personal claims under various budget heads. These bills are processed for forwarding to Audit Section for making payments thereof. The functioning includes processing of Salary Bills and other personal claims, calculation, recovery and deposition of the Income Tax. Issuance of Form 16 to the employees, remittances of other recoveries to various organizations etc.as per CSIR guidelines.
			General Section:	Maintenance of service contracts, security, canteen and other miscellaneous issues/matters as per CSIR guidelines.
			Recruitment & Committee Section:	Recruitment and assessment work of S&T staff, DPC of all administrative/ isolated staff, confirmation matters, MACP matters, preparation/updating of post based rosters, notification of committees etc. as per CSIR guidelines.
			Works Section:	Processing the proposals/ files pertaining to Works & Services for execution through EE /SE / Sr.SE for submission to Competent Authority for further consideration/ approval as per CSIR guidelines.
			Medical Cell:	Medical reimbursement claims of all employees & pensioners, processing of bills of empanelled hospitals, processing of matters pertaining to empanelment of hospitals and renewal of MoAs, annual updating of medical cards, processing the request for credit facility etc. as per CSIR guidelines.
			Legal Cell:	Processing of all the legal matters/cases pending in High Court and CAT, interpretation of Administrative/Legal aspects, preparing of replies/counter replies of legal cases proposed to be filed in the High Court/CAT, analysing the judgement and advising the authorities whether to accept the judgement or to challenge it in the higher court as per CSIR guidelines.
			Vigilance Cell:	Processing of all vigilance matters, sending information to CVO CSIR, maintaining records

				of APR etc as per CSIR guidelines.
			CR Cell:	All tasks related with ACR/APAR/PMS, conducting meetings of Collegiums, Empowered Committee, Normalization Committee etc. as per CSIR guidelines.
			RTI Cell:	Processing of RTI applications & First Appeals, providing suitable replies thereof, Transparency Audit etc. as per CSIR guidelines
			Dispatch & Issue Section:	Dealing with daks& receipts, onward transmission of official letters/documents through recognised means of transmission.
			Hindi Cell:	वैज्ञानिक/तकनीकी/रशासनिक प्रकृति के कार्यों का हिंदी अनुवाद, संस्थानमें संघ सरकार की राजभाषा नीति तत्संबंधी संवैधानिक व्यवस्थाएं/प्रावधान/नियम/ अधिनियम आदि लागू करवाना ।संस्थान में राजभाषा कार्यान्वयन का निगरानी करना ।
			Supervision levels	Most of the above tasks are dealt with JSA/SSA/ASO supervised in the section by Section Officers. The matters are then placed to the Administrative Officer/Controller of Administration for perusal in accordance with rule provisions and onward transmission to the Director for approval.

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1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	**Finance & Accounts Division:**	Finance & Accounts is responsible for auditing and final payment of bills of all types drawn by various Sections. • The bills are diarised in computer, in the first instance. • After diarising, the bill is given to the Dealing Assistant for auditing in accordance with the prescribed rules. The Dealing Assistant verifies the relevant documents attached like sanction, purchase order, invoice etc., and relevant entries like stock entry, installation, expenditure etc. He cancels original documents like cash memo, sanction etc., in red ink to avoid chances of double payments, passes the bill and gives pay order. The bill is then put up to the Section Officer. • Section Officer after verifying the genuineness of the claim and confirming the budget availability, proper classification etc., signs the pay order and puts it up to FAO/CoFA. • FAO/CoFA after complete verification of the bill passes it for payment. • Vouchers are given to the Cheque-writer who after following the instructions of Drawing Officer prepares the Cheque or the Demand Draft. Thereafter, the vouchers are passed on for computerized accounting. Vouchers are then entered in AMS (software for computerized accounting). At the end of each month, AMS is reconciled with the Main Cash Book. After reconciling, Monthly classified Abstract and other financial reports are generated. • Main Cash book is closed at the end of each month. After closing, the Cash Book is reconciled with the Bank Statement. Monthly Bank Reconciliation Statement is prepared depicting excess credit, excess debit, uncashed cheques, etc., and pasted in the Cash book. Quarterly, the report of Bank Reconciliation in the prescribed proforma is sent to CSIR HQ for further monitoring. Similarly, at the end of each quarter, the statement of OBs in respect of Cash Advances, TA/DA/LTC, Private Parties and Govt. Dept. is compiled and sent to CSIR HQ for consolidation. • Receipt & Accounting of valuables. • Maintenance of GPF Accounts of staff. • Accounting of other Deposits such as Security Deposit, Earnest Money Deposit etc. • Deals with the cases where concurrence of the Finance is needed before incurring expenditure. Such cases include pay fixation, deputation abroad,

			honorarium, medical, purchase etc. Such cases are first examined by the Dealing Assistant and then by Section Officer and FAO/CoFA with reference to the rule position on the subject, and availability of funds etc. • Investment of Laboratory Reserve Fund and External Cash Flow surplus. • Dealing with pension cases of CSIR-IICB employees • Preparation of Budget Estimates and Revised Estimates
Supervision Level All the aforementioned work is supervised by Section Officers under the overall guidance of F&AO/CoFA.			

Sl. No	Item	Division	Nature of functions/ services offered
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	**Stores & Purchase Division:**	The Stores & Purchase Division at CSIR-IICB spearheads the goods procurement of goods in CSIR-IICB to provide an effective supply support system to R&D. **Purchase activities in CSIR-IICB:** • Procurement of Capital items through GeM, CPP, LPC etc. • Procurement of Consumable items through GeM, CPP, LPC, Direct Purchase, Cash Purchase etc. • Activities related to GeMprocurement. • Maintenance of records and bill processing. • Various reports and coordination withprocurement of Capital items through GeM, CPP, LPC etc. • Procurement of Consumable items through GeM, CPP, LPC, Direct Purchase, Cash Purchase etc. • Activities related to GeM Procurement. • Maintenance of records and bill processing. • Various reports and coordination with Audit and preparation of Audit Para Replies. • Various AMCs/CAMCs of equipment. • Post Contract Management (PCM). **Stores activities in CSIR-IICB:** • Maintenance of Inventory by assuring minimum stock, deciding re-order level and indenting for stock replenishment. • Issue and receipt of materials- assets and consumables both. • Maintenance of various registers like stock ledgers, Issue Control Register, Daily Receipt Register, Bill Register, Indent Register etc. • Physical verification of Stores- Consumables and Assets verification. • Disposals of unserviceable/ surplus stock. • GeM activities as a consignee for all the orders, bidding for disposal through Auction, bill processing through GeM after PRC and CRAC etc. • Dealing with all the AMC files. • Custodian of all the stores (Asset, stationery & Misc.) • In charge of Issue & Receipt • Stock replenishment. • Disposal of stores
Supervision Level All the aforementioned work is supervised by Section Officers Stores & Purchase under the overall guidance of SPO/CoSP.			