

# **The Right To Information Act, 2005**

## **India Meteorological Department**

### **MANUAL-(III)**

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



The Director General of Meteorology is the Head of India Meteorological Department with its Headquarter at New Delhi. DGM is assisted by Heads of Offices/Divisions/ Sections to discharge his duties. The Deputy Director General (Admin) is Head of the Office at DGM Office.

For the convenience of administrative and technical control, there are six Regional Meteorological Centres situated at Mumbai, Chennai, New Delhi, Kolkata, Nagpur and Guwahati. In addition to above, there is Climate Research & Services office at Pune which includes Surface Division, Agromet Division and Meteorological Training Institute.

The Officer in charge submits the proposals concerning their units after due consideration of operational and functional needs. This includes procurement of necessary stores, equipments and other accessories etc. Officer in charge recommends the proposal for consideration by Head of respective Offices/Divisions/Sections. Head/DDG (A) at HQ approves/disapproves the proposal after consultation and accessing the financial and technical requirement. If the proposal is approved but it is beyond the delegated powers of Head, then the same is recommended to DGM for consideration/approval/sanction. DGM approves the proposal, if the same is within his delegated powers. If the proposal is beyond his powers, the same is sent to Ministry of Earth Sciences for the approval of Secretary.

The Officer in charges is responsible and accountable for functioning of respective office/division/Section and its related actions/ submissions/omissions concerning to their units. Similarly, each staff is accountable for his/her work assigned to him/her seat by the Officer in charge. The Supervision of all technical/scientific and administrative work is carried out by various levels of officers from the rank of Scientist(G), Scientist(F), Scientist(E), Scientist(D), Scientist(C), Scientist (B), Meteorologist B, Meteorologist A, Administrative Officer Grade II and III.

For administrative purposes fundamental rules, statutory rules, financial rules and their amendment from time to time prescribed by Govt. of India, are being followed in India Meteorological Department.