

The Right To Information Act, 2005

India Meteorological Department

MANUAL-(VIII)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.



India Meteorological Department (IMD) has the following major Committees/Councils working for the purpose of providing advice with regard to various scientific, technical, administrative and purchase related activities of the department.

1. For the purpose of formulation of development projects according financial & administrative approvals and monitoring the implementation of various scientific projects and schemes, the department has a high-level Council called, "**Council for Meteorology and Atmospheric Sciences (CMAS)**". The Council is chaired by Secretary, Department of Science & Technology and includes eminent scientists from various fields of expertise. The Compositions and Terms of Reference of the Council are given at **Annexure-I**.
2. To assist DGM in taking policy decisions with regard to the day-do-day functioning of the department, another departmental committee called, **Meteorological Executive Committee (MEC)** is in place. The Composition and Terms of Reference of the Committee are given at **Annexure-2**.
3. For the sake of review of the Cyclone monitoring and Warnings issued by the Department, a committee called "**Annual Cyclone Review (ACR) Committee**" is functioning under the Chairmanship of DGM.
4. A review is made of the preceding monsoon and all related actions taken thereof by IMD at the "**Annual Monsoon Review (AMR) Committee**" meeting chaired by DGM.

5. Another similar committee is functioning under the Chairmanship of DGM to review and suggest improvement measures with regard to technical management matters of the department. The Committee is called "**Annual Technical Review (ATR) Committee**".
6. The Department makes purchase of various scientific and other equipment either through DGS&D or Central Purchase Unit (CPU) of the department. The various actions involved in the purchase made by the department include drafting of the specifications, preparing RFP (Request for Proposals), documents, Technical & Commercial Evaluation of Tenders, Technical Acceptance, Factory Acceptance and Site Acceptance of the equipment, as the case may be. Accordingly, the following Committees are set up by DGM, as per the requirements, in consultation with DST to make the purchase procedures smooth and transparent.
 - **Request for Proposal (RFP) Committee**
 - **Technical Evaluation Committee (TEC)**
 - **Tender Evaluation Committee (TEC)**
 - **Technical Acceptance Committee (TAC)**
 - **Factory Acceptance TEST Committee (FAT)**
 - **Site Acceptance TEST Committee (SAT)**

Normally, the tenure of the above-referred purchase-related committees is co-terminus with the purchase activities and the minutes/recommendations of such committees are not made available to public or any other party until the case is closed.

7. EREC has been setup under DST project in IMD and working under overall supervision of DGM. The head of EREC is Chief Scientist (at present ADGM, Research) and Governed by the Council for Meteorology and Atmospheric Sciences (CMAS) as part of IMD. **Standing Advisory Committee** is another high powered body for overseeing activities and guiding Technical projects and Schemes. Last SAC meeting was held on 26th April, 2005 and the next meeting is scheduled for 10th October, 2005.

The proceedings of these committees are being purely technical in nature and can be made available to public after the same are accepted by the govt. However, important project proposals/ decisions may be provided in EREC Website for public viewing.

- 8 The contents of the minutes/proceedings/recommendations of the other technical/scientific committees referred at points (1) to (5) above can be made available to the general public on request. Subject to the approval of

DST/competent Authority.

- 9 In addition to the above, short-term expert committees are set up by DGM from time to time for various activities of the department to take advantage of collective wisdom/experience in various fields of specializations.

Annexure-I

CMAS

Resolution

The Government of India had set up a Committee (Review Committee) under the Chairmanship of Dr.R. Ramanna, Director, Bhabha Atomic Research Centre, Bombay, to review the organizational structure and functions of the India Meteorological Department. One of the main recommendations of the Committee was that, for smooth functioning of a large scientific organization under the Government, a high powered Council with full administrative and financial powers to plan and implement the various programmes on sound technical and economic principles be constituted. Considering the tremendous importance of meteorological forecasts in agriculture, aviation, defence, etc., and also the rapid advances taking place in the area of atmospheric sciences, and taking into account the recommendations of the Review Committee, Government have decided to create an effective management structure which would involve participation of the departmental officers in the management, and also quicken the process of decision-making, and for this purpose, constitute a Council for Meteorology and Atmospheric Sciences (CMAS).

The composition and functions of the Council for Meteorology & Atmospheric Sciences (CMAS) shall be as set out in the following paragraphs.

List of CMAS members (given under Manual -I Organisation on page no.8)

Functions

The Council shall have the following functions:

- i. To approve major matters of the India Meteorological Department.
- ii. To ensure expeditious implementation of the programmes of the India Meteorological Department.
- iii. To discuss and finalise international collaboration, agreements, etc.
- iv. To consider all matters raised by the Governing Councils of Indian Institute of Tropical Meteorology and Indian Institute of Geomagnetism and also such matters as

are beyond the powers of the *Governing Councils*.

- v. To effect co-ordination between the Indian Institute of Tropical Meteorology, the Indian Institute of Geomagnetism and the India Meteorological Department.
- vi. To consider policies regarding recruitment, promotion, manpower planning, service conditions and other personnel matters.
- vii. To implement promotions of senior staff (at the level of Directors and above)
- viii. To consider incentive schemes, like merit promotions.
- ix. To approve the budget for presentation to the *Government*.
- x. To approve purchase of instruments costing more than Rs.2 lakhs, and civil works costing more than Rs.75. lakhs, but coming within the powers of the Council.
- xi. To consider the recommendations made by the Committees viz., Meteorological Executive Committee (MEC) and Meteorological Programme Advisory Committee (MPAC).
- xii. To assess the meteorological requirements of the user Ministries/Departments of the *Government of India*.
- xiii. To formulate policy for air travel of staff on urgent duty within India.
- xiv. To approve re-delegation of financial and administrative powers to Director General of Meteorology and other officers in India Meteorological Department.
- xv. To lay down the limits upto which financial and administrative powers may be exercised by Meteorological Executive Committee (MEC) and Regional Committees for Meteorology (RCMS).
- xvi. To formulate its own rules of procedures.
- xvii. To consider any other relevant matter not included in any of the items above.

Even after the formation of the Council, the India Meteorological Department shall continue to be a part of the *Governmental set-up* as hitherto. All recommendations of the council regarding policy and allied matters shall be put up to the Minister through

Secretary. Approval of the Minister wherever required, would be obtained by the Council through the Secretary, Ministry of Tourism and Civil Aviation.

Powers:

The power of the Council will be as under:

1. The Council of Meteorology and Atmospheric Sciences (CMAS) shall exercise all administrative and financial powers in respect of the India Meteorological Department (with regard to all rules, regulations, orders etc.) vested with the Ministry of Tourism and Civil Aviation. In matters administered by the nodal Ministries, where powers have been delegated to the Ministry of Tourism and Civil Aviation or its Financial Adviser, such powers shall be vested with the CMAS. All proposals involving financial implications shall require concurrence of the Finance member.
2. Scheme sanctioning powers in respect of India Meteorological Department upto Rs.1 crore including powers to sanction works and staff (costing upto Rs.10 lakhs) per annum in the case of plan-schemes and up to Rs.5 lakhs for non-plan schemes) now with the Ministry of Tourism & Civil Aviation, through standing committee procedure shall be exercised by the Council. Council for Meteorology and Atmospheric Sciences itself with Secretary, Ministry of Tourism & Civil Aviation and Finance Member present shall be recognized as the Standing Committee for the purpose. Council for Meteorology & Atmospheric Sciences may invite representatives of Planning Commission or other concerned Ministries to attend its meetings, whenever necessary. Approval of the Ministry of Finance/Cabinet following Expenditure Finance Committee/Public Investment Boards procedures.
3. Power for release of foreign exchange to the extent now vested with the Secretary, Ministry of Tourism & Civil Aviation, shall be exercised by the Council for Meteorology and Atmospheric Sciences (CMAS).
4. Power to relax ban of filling posts vacant for more than six months, which is now vested with Financial Adviser shall be exercised by the CMAS with the Finance Member present.
5. Powers to re-delegate its powers to Director General, Meteorological Executive Committee, Regional Committee for Meteorology and head of offices of India Meteorological Department to the extent fund necessary shall be exercised by the Council for Meteorology and Atmospheric Sciences.
6. All proposals coming within the powers of the Council and accepted by it (with the Finance Member present in relation to matters having financial implications), shall be implemented and necessary orders issued, without further reference to the

Finance Member/Chairman/any other authority. Where the Finance Member has a difference of opinion with the Chairman of the Council in matters having financial implications, these shall be referred to the Finance Minister through the Minister of Tourism & Civil Aviation for a decision.

7. No member of the Council or officers of the India Meteorological Department shall be accorded ex-officio status of Secretariat Officers, but some of the officers of the India Meteorological Department, as may be decided in consultation with the Ministry of Home Affairs, shall be authorized to sign sanctions on behalf of the President of India. Officers of the Headquarters office of India Meteorological Department may correspond directly with other Ministries and Departments of the Central and State Governments.
8. The Council shall meet at least once in three months.
9. Changes, if any, needed in future, in the composition and functions of Council for Meteorology & Atmospheric Sciences shall be made with the approval of the Minister of Tourism & Civil Aviation.

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Order

Orders that a copy of the Resolution which shall take effect from 1.10.1978 be communicated to all the Ministries/Departments of the Government of India and all the State Governments/Union Territories/Union Public Service Commission and Comptroller & Auditor General of India.

Orders also that the Resolution be published in the Gazette of India for general information.

(Signed by Shri C.M. Chaturvedi, Joint Secretary to the Government of India)

RESOLUTION

In pursuance of para 9 of the Govt. of India, Ministry of Tourism & Civil Aviation resolution No.ME-110013/4/77-M dated 21.9.1978, the composition of the Council for

Meteorology & Atmospheric Sciences (CMAS) shall be as set out below:

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| 1. Secretary, Ministry of Science & Technology
Department of Science & Technology | Chairman |
| 2. Director General of Meteorology | Member |
| 3. Three Additional Directors | |

Annexure - II

The Meteorological Executive Committee

In a large scientific Organization it is necessary that proposals made by scientific staff in-charge of different units are rapidly implemented. The decision on such proposals taken by a single individual could be biased. Therefore, it is necessary that a Committee composed of Heads of different Divisions should discuss such proposals periodically. In this way, day-do-day smooth functioning of different units is ensured. It should be possible for the scientists at all levels to put their proposals to the head of their unit for approval of this Committee. The decisions of such a Committee should be accepted as final and implemented within the budgetary provisions. The Committee should take decision with due consideration to the Government regulations and policies.

The executive functions of the complex set up of the India Meteorological Department could be simplified considerably by a formation of such a Committee. A "Meteorological Executive Committee (MEC)" is, therefore, being proposed, as detailed below, to co-ordinate the day-to-day functions of different units.

In the present organizational structure of the India Meteorological Department, the Head of Department is the Director General of Observatories, assisted by 6 Deputy Director Generals (DDGs) having different functions in the Department (Appendix II-A). There are three Autonomous Institutes, also supported under the Budget Head "Meteorology" of the Ministry of Tourism and Civil Aviation. The proposed Meteorological Executive Committee would serve for the scrutiny and approval of proposals and recommendations from the DDGs, who look after different functions of the Department. The agenda for the meetings of the MEC will also include proposals from the officers in charge of all the units under the Department, duly recommended by the DDG under whom the unit functions. The formation of MEC would not disturb the present functional structure of the Department, but would bring about a sense of participation amongst the officers managing

different programmes. This Committee would also provide scope for closer co-ordination between the Autonomous Institutes and the Department, particularly for country's major programmes and polices in meteorology and earth sciences. The MEC shall have the following permanent members:

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| 1. Director General of Meteorology | Chairman |
| 2. Additional Director Generals | Members |
| 3. All Deputy Director Generals | Members |
| 4. A representative from the Administering Ministry | Member |
| 5. An Administrative Officer | Non-Member
Secretary |

The MEC shall take decision on all matters related to recruitment, promotions, transfers, purchase, deputations, training programmes, grant of special leave etc. It shall lay down uniform norms for the above, to be followed by all the units and offices of the Department. The MEC shall be guided by the decisions of the Council in respect of financial limits up to which it can approve proposals. The MEC shall also scrutinize and approve major scientific and technical proposals within its financial powers. Such proposals will come to MEC after they have been thoroughly vetted by the Regional Committees proposed later in this report. The proposals of a special nature involving heavy expenditure would be first approved by a Meteorological Programme Advisory Committee, proposed in section 2.25. When this has been done, it would not be necessary to MEC to discuss scientific and technical aspects of the proposal any further.

The detailed functions of the MEC are outlined in Appendix II, C. The Committee shall meet at least once in two months.

The Regional Committees for Meteorology (RCM)

It is necessary that financial and administrative powers are re-delegated to the Directors and officers in charge of different units of a large organization. If a unit has to depend for direction from the Head Office for decisions on all matters, it leads to undue delay in the implementation of the programmes. It is particularly necessary to re-delegate powers up to a specified limit for the purchase of common items of stores required for maintenance of office and laboratories, for repairs to equipment and for miscellaneous expenditure such as printing and stationery, postage, freight and clearance, demurrage, incidental expenses on conveyance and other miscellaneous contingent expenditure. Normally such financial powers are largely centralized with the Head of the Department. It is necessary to lay down procedures for re-delegating specific powers down the line, within

specified financial limits. The re-delegation of these powers in respect of purchase should be subject to the Government rules and purchase procedure laid down for the organization.

**Working Rules for transaction of business of the
Regional Committee for Meteorology
(RCMs)**

1. The meetings of the regional Committee for Meteorology (RCMs) shall be convened at least once in two months by the Regional Directors concerned who shall function as the Chairman of the respective Regional Committees.
2. The meetings of the RCMs shall normally be held at the headquarters of the Regions concerned.
3. Unless otherwise notified, the meetings of the RCMs may be held on the third Saturday of January, March, May, July, September and November.
4. For any meeting of the RCMs, as far as possible, at least a week's notice of any meeting by any member shall not however, invalidate the proceedings of the meetings.
5. Five members, including the Chairman, shall constitute a quorum at any meeting of the RCMs, Bombay, Calcutta, Madras and New Delhi and three members, including the Chairman, in respect of meetings of the RCM Nagpur.
6. In case of difference of opinion among the members, the decision of the Chairman shall be final except on matters having financial implications.
7. In case of difference of opinion among the members on matters having financial implications, such matters shall be referred to the MEC through ADG/DDG concerned.
8. In the event of the Chairman not being able to be present, he may nominate another members to preside at the meetings, and decisions of the RCMs.
9. The Chairman of the respective RCMs shall prepare and send the minutes of the meeting of the RCMs within a week to all members, to the concerned ADGs/DDGs, and to the CMAS, MEC Secretariat at New Delhi. While action on minutes can be taken, the minutes will be put up for final confirmation at the subsequent meeting of the RCMs.

**CENTRAL GOVERNMENT EMPLOYEES WELFARE CO-ORDINATION
COMMITTEES**

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(CIRCULAR NO.15/2/62-Welfare II, dated 27th August, 1962 and CIRCULAR

NO.5(3)/11/78-Welfare, dated 12th November, 1979, Department of Personnel and Administrative Reforms)

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In pursuance of the recommendation made by the Second Pay Commission, an inter-departmental Committee was set up in October, 1960 to undertake a review of the existing staff-welfare arrangements for Central Government Employees and made recommendations for their improvement. The Committee made a number of recommendations covering various aspects of Welfare activities such as working conditions, transport, medical educational facilities, etc. on the question of streamlining the Welfare Organisations, it inter-alia highlighted the need for the formation of high power committees of head of offices in places outside Delhi and recommended that in all important places where there is large concentration of Central Government employees such committees may be formed for coordinating the welfare activities of the Central Government Offices located there.

The above recommendations were considered by the Government and it was decided that such HIGH POWER COMMITTEES may be formed in all places where there are at least five Central Government offices, the total number of Central Government employees stationed there being not less than one thousand. It was suggested that senior most officer in the area should act as Chairman of the Committee. As regards other office-bearers of the Committee, they should be elected by voting by the members of the Committee after giving due notice of ten days before the actual date of election. No office bearer should belong to Defence, Railways, Post and Telegraphs and Public Undertakings/Autonomous Bodies, the welfare activities of which are coordinated by their respective Committee or Boards.

It has also been suggested that when the High Power Committees are constituted, local representatives of the P&T Department and the Railways, besides a representative of the State Government, may be associated with Committee, in view of the fact that most of the functions to be performed by the Committee i.e. provision of educational, medical and transport facilities, will necessarily involve the cooperation and assistance of the State Government.

In the first meeting of the High Power Committee held in New Delhi on 16th February, 1972 the name of the HIGH POWER COMMITTEE was changed to "CENTRAL GOVERNMENT EMPLOYEES WELFARE COORDINATION COMMITTEE".

At present there are 56 Central Government Employees Welfare Coordination Committees functioning outside Delhi.

The main functions of the Coordination Committees are as follows :-

- (a) To arrange sports in various localities (for the purpose, play grounds already available with various offices will be pooled, and where necessary, taken on hire from the State Government, local bodies etc.);
- (b) To make overall arrangements for recreational activities;
- (c) To arrange accommodation for indoor games and other recreational activities where the offices concerned cannot do it by themselves;
- (d) To arrange inter-departmental tournaments;
- (e) To deal with matters of common interest to all offices e.g. educational, medical and transport facilities, grant of special holidays, working hours, etc., for which a reference to Central or State Government may be necessary;
- (f) To arrange canteen facilities for the members of the staff.

Central Government Employees Welfare Coordination Committees receive grant-in-aid from this Department every year for;

- (i) Cultural activities and indoor games, and
- (ii) Secretarial assistance and other clerical work.

The quantum of grant-in-aid has recently been enhanced and presently it is sanctioned on the following pattern:

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Cultural Activities & Indoor Games

(a)	Places where staff strength of all the Central Government Offices		(in Rs.)
	is... less than	5,000	3,200
(b)	is... less than	10,000	6,000
(c)	is... less than	20,000	9,000

(d)	is...less than	25,000	9,500
(e)	is...less than	30,000	11,500
(f)	is...more than	30,000	12,500

Note: The staff strength referred to above would exclude the staff of the P&T Department, Railways, Autonomous Bodies and Public undertakings.

The above grant-in-aid is given to Coordination Committees subject to the condition that the Committees raise 5% of the grant by way of subscription from the member offices, failing which a 5% cut is imposed while sanctioning the grant-in-aid to Central Government Employees Welfare Coordination Committees.

Secretarial Assistance & Other Clerical Work

(a)	Places where staff strength of all the Central Government Offices		
	is...less than	25,000	2,000
(b)	is...less than	50,000	2,800
(c)	is...less than	75,000	3,600
(d)	is...less than	1,00,000	4,400
(e)	is...less than	1,25,000	5,200
(f)	is...more than	1,25,000	6,000

Note: The staff strength referred to above would include the staff of the P&T Department, Railways, Autonomous Bodies and Public undertakings.

COORDINATION COMMITTEE MEETINGS - INCLUSION OF STAFF SIDE REPRESENTATIVES

The Central Government Employees' Welfare Coordination Committees are required to invite five Representatives of Staff side from the five largest offices in that region, to attend the meetings of the Committees held for discussing the matters pertaining to Sports, Cultural activities and other welfare measures.

The Coordination Committee may however, meet separately to discuss matters other than those relating to Sports, Cultural and other welfare measures. In case it is decided to hold a single meeting for all the items then the agenda could be drawn in such a manner so that the items relating to sports, cultural and other welfare measures are grouped together either in the beginning or at the end to enable the staff side Representatives to attend the meeting only for those items.

The Chairman of the Coordination Committee may exercise his discretion to conduct the meeting in any manner keeping in view the above alternatives.