

MANUAL III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

1. The overall supervision and control over the two Government Opium and Alkaloid Factories are vested in the Ministry of Finance which exercises its control through a high powered Committee of Management under the Chairmanship of the Additional Secretary (R). The Committee exercises its control through the Chief Controller of Factories who is responsible for the day to day operations of the organization.
2. Save for policy related matter, the Chief Controller of Factories is the Head of the Department and exercises all the powers delegated to him under the Delegation of Financial Power Rules and the General Financial Power Rules.
3. The two factories are controlled by the General Manager who in turn reports to the Chief Controller of Factories. The General Manager's are the administrative head of the factories and work in accordance with the Delegation of Financial Power Rules and also the General Financial Rules.
4. The Office procedure Manual and also the opium manual; is applicable to the organization which is followed in its true letter and spirit along with other instructions of the Government of India in this regard.
5. The decisions which the officers are required to take in its day to day functions mainly fall within the following categories

5.1 Policy level decision:

- a) Power for taking such types of decisions is vested in the Ministry through the Committee of Management. These are:
- b) Fixation of selling price of bulk formulations, based upon data and feed back of the Chief Controller of Factories.
- c) Fixation of Export Price of Opium.
- d) Fixation of procurement cost of opium.
- e) Creation of posts and framing of recruitment rules for various posts in Govt. Opium Alkaloid Works (GOAWs) & Chief Controller of Factories's (CCF)'s organization.
- f) Appointment, confirmation and promotion to Group 'A' in GOAWs & CCF Organization with the approval of DOP&T/UPSC.
- g) Modernization Administration and /up gradation of technology in GOAWs through Committee of Management.
- h) Correspondence and meetings with foreign buyers and their Govt. representatives.
- i) Fixation of yearly production targets of the GOAWs.

5.2 **Financial Decisions**

These decisions are taken in accordance with the Delegation of Financial Power Rules and the General Financial Rules by the officers competent to exercise the powers.

5.3 **Operational Decisions**

Are taken by the concerned General Managers of the Factory depending upon the situations at hand. These fall within two categories:

(i) Administrative Decisions:

The proposals are initiated by Administrative Officer & routed through the Manager. The final decisions are taken by the General Manager looking at the pros and cons of the matter.

(ii) Financial decisions:

For incurring expenditure in the public interest, the proposals are initiated by various sections and forwarded by their In-charges to the Manager. Manager forwards the files to Financial Adviser & Chief Accounts Officer. The FA&CAO accords financial concurrence for incurring expenditure looking at the justification, budget provision and head of A/c etc. Final decision is taken by the General Manager who has been delegated the Financial Powers by the Ministry.