

### **MANUAL-III: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

Overall Management of the National Institute of Secondary Steel Technology (NISST) is vested with the Board of Governors of NISST headed by Chairman while the day to day management of the organization is entrusted with the Director which is performed in association with the Heads of Departments (HODs). The Director reports to the Chairman NISST.

The Heads/In- Charges of Departments/Laboratories are responsible for the tasks assigned to respective departments/laboratories. They examine and co-ordinate the various proposals and submit their recommendations to the Director for his approval. On getting approval from the Director or the Chairman (as is the case) the orders are implemented by the respective departments. Certain matters related to policy formulation are placed as agenda items from time to time in the NISST Board meetings and decisions obtained. Expenditures are monitored closely through statutory audits. The accounts are placed before the NISST Board for approval.