

I T E M - III

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

3.1 DECISION MAKING PROCESS

3.1.1 General

In general the proposals are initiated by AE/AEE at the Sub-Division level, checked by Executive Engineer at the Division level and put up to the Dy. Chief Engineer/Superintending Engineer at the R.O. Office/Circle level for finalization, and thereafter approved by Chief Engineer (CE) as per Delegation of Power Rule 1996 amended in 2019.

Commonly majority of references/issues are disposed off at the level of Chief Engineer when no policy matter is involved, when policy matter is involved approval of the General Manager/the Chairman, Brahmaputra Board is obtained before disposal.

3.1.2 Parliament Questions

Preliminary data/material relating to the Parliament Questions is identified and compiled at the level of Junior Engineer, Assistant Engineer, Assistant Executive Engineer and draft material for reply formulated by Executive Engineer, checked by Superintending Engineer/Secretary and final material for reply is submitted by Chief Engineer for approval of General Manager and Chairman.

In case of questions involving policy matters, the draft material for reply is sent by the Secretary to the General Manager for scrutiny which is forwarded to the Chairman for approval.

3.1.3 Approval of Schemes under Continuing Scheme of Brahmaputra Board.

The estimate for the schemes are prepared based on the probable cost of the work by the Executive Engineer of the Field Division, scrutinized by the Superintending Engineer of the Field Circle and accepted by the Chief Engineers. The estimate is placed to the Standing Committee of Brahmaputra Board for Administrative Approval.

After obtaining administrative approval, the detailed estimate for carrying out the work is prepared by the filed Executive Engineer, countersigned by the Superintending Engineer of the field circle and technical sanction is given by the Superintending Engineer/ Chief Engineer based on the delegation of powers.

For execution of the work, open tenders are floated in eProcurement portal with wide publicity through website and bids are invited as per the laid down procedure of the Govt. of India with amendment from time to time. Based on the valid tenders received rates are finalized by a duly constituted Tender Committee for awarding the work to the successful bidder for execution as per Delegation of Power Rule.

3.1.4 Procurement Cases.

The procurement is targeted to carry out through GeM following the process as per rules laid down in the Delegation of Financial Power Rules (DFPR), General Financial Rules (GFR), CPWD Manual, Delegation of Financial Powers available to Brahmaputra Board Officers etc. The Board officers exercise Financial Powers as per "Delegation of Powers Rules 1996 amended in 2019 of Brahmaputra Board".

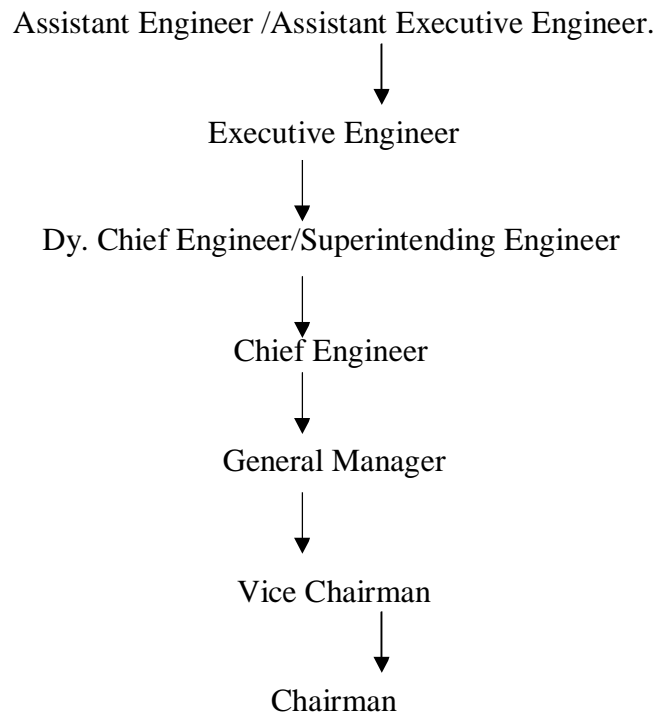
For purchases related to Information Technology (IT) development (computers, printers, scanners, software etc.), IT units of Brahmaputra Board provides overall technical guidance and supervision. The IT cell goes into the need for development of various IT facilities for smooth functioning of Brahmaputra Board, their quantity and most appropriate technical specifications. Once technical specifications and other details such as quantity of the items and phasing of procurement is finalized by the Brahmaputra Board Authority, procurement process through GeM or open market as indicated below is initiated. In case of other items such as furniture, stationery, equipments etc. procurement is done based on the requirement of the various items as per plan schemes and regular upkeep of the office premises.

For other items not covered under GeM rate contract, Notice Inviting Quotation (NIQ)/Tenders are floated after approval of the competent authority. Wide publicity is given on Brahmaputra Board Website, notice boards and in case of procurement above Rs. 2.00 lakhs, through advertisement in leading English & Assamese Newspapers. The tenders/quotations are then evaluated and put up to the Tender Committee for consideration. On the recommendation of Tender Committee, the case is put to the competent authority (Executive Engineer/Superintending Engineer/ Chief Engineer/ Secretary/ General Manager/ Vice-Chairman/ Chairman for approval as per delegation of Financial Powers depending on the total value of the purchase. On approval of the competent authority, supply/work orders are placed and materials are procured/work got done.

3.2 CHANNEL OF SUPERVISION AND ACCOUNTABILITY

3.2.1 Technical Matters

Channel of supervision in technical matters is as given below:



3.2.2 Administrative Matters

Channel of supervision in administrative matters is as given below:

