

**NATIONAL SEEDS CORPORATION  
BEEJ BHAVAN, PUSA COMPLEX  
NEW-DELHI**

**MANUAL-III**

**CHANNEL OF SUBMISSION**

<b>Type of cases</b>	<b>Channel of submission</b>	<b>Level of final approval</b>
<b>PERSONNEL AND ADMINISTRATION</b>		
Grant of permission for movable and immovable property	GM(A)	CMD
Sanction of all kind of leave to RMs and HOD	GM(A)	CMD
Sanction of LTC and Leave encashment	AO(Admn)	GM(A)
Training (Outside)	AO(A)/GM(A)/GM(F)	CMD
Fixation of Pay on promotion/penalty/selection	AO(A)/GM(A)/GM(F)	CMD
Payment of medical bills	AO(W)/GM(A)/GM(F)	CMD
<b>VIGILANCE</b>		
Action on complaint	JM(A)/GM(A)	CMD
Inquiry	IO/JM(V)/GM(A)	CMD
Vigilance clearance	JM(A)/GM(A)	CMD
<b>FINANCE</b>		
Preparation of Budget	JM(A)/GM(F)	CMD/BOD
Payment of salary	AAO(cash)	GM(F)
Payment of Outside bills (Running)	Acctt /AO/AM/JM	GM(F)
Payment of personal advances	Acctt /AO/AM/JM	GM(F)
Approval of tour and	Concerned/Controlling officer	HOD/CMD
Grant of tour advance	Acctt /AO/AM/JM	GM(F)
<b>PRODUCTION</b>		
Production programme allocation	Concerned officer/JM/ GM(P)/GM(M)/GM(F)	CMD
Monitoring of progress	Concerned officer/JM/	GM(P)
Processing arrangements	RM/GM(P)/GM(F)	CMD
Fixation of procurement	Concerned officer/JM/	CMD

price	Pricing committee	
Processing of payment	Concerned AM/Head prod (RO)	RM
<b>MARKETING</b>		
Indent for production	Concerned officer/JM	GM(M)
Fixation of sale price	Concerned officer/JM/ Pricing committee	CMD
Tender for procurement	JM(M)	GM(M)
Decision on purchases	Concerned officer/JM/ pricing committee	CMD
<b>QUALITY CONTROL</b>		
Inspection of stock on receipt	Concerned Plant in charge	AM
Technical Inspections	AM/RM/ JM(QC)	GM(QC)
Handling of complaints	Concerned RM/JM(QC)	GM(QC)
Condemnation proposal	RM/JM(QC)/Condemnation committee	CMD/BOARD
Write off proposal	RM/JM(QC)/Condemnation committee	CMD/BOARD
Seed law enforcement	JM(QC)	GM(QC)
<b>ENGINEERING</b>		
Preparation of cost estimates for project	JE/AE/EE	GM(E)
Processing of estimates	JE/AE/EE	GM(E)
Processing for deviation statement	JE/AE/EE/ GM(E)GM(F)	CMD
Processing for time extension	AE/EE/GM (E)/GM(F)	CMD
Tenders	RM/EE/GM(E)/GM(F)	CMD
Processing of bills (Running)	JE/AE/EE	RM
Processing of bills (Final)	JE/AE/EE/GM(E)/GM(F)	CMD
<b>PURCHASE</b>		
Placing of indent	Concerned department	EE(PUR)/GM(E)
Tender	AE(P)/GM(E)/GM(F)	CMD
Evaluation/ recommendation	Purchase committee	CMD
Placement of order	Dealing Asstt.	EE(P)
Processing of payment (Running)	Dealing Asstt/EE	GM(E)/GM(F )
Final payment	Dealing Asstt/AE/Finance	GM(E)/GM(F )
<b>INTERNAL AUDIT/GOVT. AUDIT</b>		
Appointment of auditors	Concerned Officer/ CIA/	CMD

	GM(F)	
Processing of audit report	Concerned officer/CIA	CMD
Follow up Action	Concerned officer/CIA	CMD
<b>QUALITY SYSTEM</b>		
Quality Policy and Objectives	HODs/MR	CMD
Preparation and approval of documents	Dealing officer	HODs
Issue of documents	AM/RM/HOD/	
Master list of documents	Dealing officer	MR
Original copies of documents	Dealing officer	MR
Obselete documents	Dealing officer	MR
Quality system manual	Dealing officer/MR	CMD