

DECISION MAKING PROCESS AND CHANNELS OF SUPERVISION

[Sec 4 (I) b(iii)]

3.1 Decision making Process

The decision making process in respect of affairs of the NHFDC may be categorized in the following two broad groups ;

- a) Decision by the Board of Directors
- b) Decisions taken in the day to day management of the affairs of NHFDC.

In respect of (a) above, the process of decision making are as under,

- i) Relevant facts, issues concerning the matter to be referred to the Board of Directors for the decision are prepared by various officers/sections of NHFDC under the general guidance & supervision of the CMD and approved by the CMD in the form of agenda for the Board Meeting.
- ii) The agenda is circulated among the Board members (read Directors) of NHFDC.
- iii) Board considers the matter and after discussions decision on the issue/matter is taken.

In respect of (b) above, CMD, NHFDC is vested with authorities for taking all decision for management of the functions of the NHFDC. Other officers of NHFDC may also be authorized by the Board or CMD from time to time & in such a situation, decision is to be taken at their level. At present, certain authority for financial decision is also delegated to Senior Manager (PPC), NHFDC.

As a normal channel of decision making process, a proposal for approval/decision is submitted by concerned officer to the Sr. Manager (PPC) if it is within the purview of his delegated powers for decision at his level. The files and subjects related to procurement, purchase and maintenance, sanction and release of loan, recovery of loans, correspondence with state channelising agencies, parliament questions, statutory audit & inspection and audit by C&AG, recruitment, promotion & appointment of personnel, formulation of policy & rules of NHFDC, agenda & minutes of Board meetings are to be submitted to Sr. Manager (PPC) for approval/further approval of CMD, NHFDC.

All other files and subjects are to be submitted directly to the CMD, NHFDC for approval by the concerned officer.

Supervision and accountability:

Every officer / executive of NHFDC is supervised by and accountable to the officer to whom he is to report. Every functional head and officer is accountable for the job responsibilities assigned to him by means of office order and other assignment reposed on him by C.M.D. Chairman-cum-Managing Director, NHFDC is overall in-Charge of supervision of officers and staff of NHFDC and accountable for the overall affairs of NHFDC. Actions of Chairman-cum-Managing Director is subject to supervision by the Board of Directors.

Apart from the above, the affairs of NHFDC are subjected to internal audit by independent agency, statutory audit by the auditors appointed by the Comptroller & Auditor General of India and/or audits by comptroller and Auditors General of India directly.