

# **FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ**

## **PROCEDURE FOLLOWED FOR THE DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY (Under Section 4(1) (b)(iii) of Right to Information Act 2005)**

The functions of FFDC, Kannauj are mainly technical. Long term & Short term training in essential oil, fragrance, flavour and aromatherapy are imparted to the students, entrepreneurs, industrialists, farmers as well as personnel already working in industries.. Besides this, supporting activities likes Quality Assessment of essential oils and aroma chemicals, consultancy, preparation of feasibility report, processing of materials on job work basis and administrative activities are also there. For efficient management of the afforested activities specific systems are devised to ensure speedy and correct decision making process. Procedures adopted are as follows:

### **(A) General Process:**

- (i) The Section Incharge will himself initiate action keeping in view the priority requirements.
- (ii) Paper work will be kept at essential minimum.
- (iii) Least time will be taken for disposal.
- (iv) While disposing cases, the section incharge will aim at optimizing quality and quantity of work performed by him and submits the same to the Principal Director/Director.

### **(B) Standard Process Sheet**

- (i) For dealing with cases of repeated nature viz. issuance of tender, comparative statement, order confirmation, job process sheet, sanction of leave, etc., standard process sheets are being used. In case of administrative and accounting activities standard forms are used besides the statutory forms.

### **(C) Level of Disposal and Channel of Submission**

- (i) FFDC activities are mainly imparting technical training, quality assessment, processing of materials and creation of fragrance and flavour. Therefore the level of disposal and channel of submission have been kept at minimum. The Section Incharge disposes off cases himself within the delegated administrative and financial powers. Decisions to be taken beyond the delegated powers will be initiated and action to be taken would be suggested to the Principal Director/Director. In case of policy decision the matter shall be referred to the Chairman/Governing Council.

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