

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability.**

**Administrative Division:-**

Any claims/applications received in Administrative Division are processed through the concerned dealing hand. The claim/application is scrutinized at the level of Manager/Sr. Manager and approved by CM/ED/MD/BOD as per Delegation of Power.

**Accounts: -**

Normally, most of the powers have been delegated by the Board of Directors with the Chief Executive of the Corporation who is Managing Director. Also for the efficient discharge of day to day work some powers have also been delegated to Officers at various levels such as CAO, DAO and DDO level. However, in cases, wherein, powers have not been delegated by the Board of Director to the Chief Executive or the other Officers, the matter is placed before the Board of Director in its meeting for its consideration and approval of Board.

**Industrial Promotion Division:-**

The issues/matters are examined at the level of AG-1/AG-II or the Manager of the Division as per relevant guidelines/rules. Thereafter, the file is submitted further for approval of competent authority through Divisional Manager, Chief Manager. Concurrence of Account Division/Finance is taken, wherever necessary.

**Engineering Division:-**

For all civil and electrical works taken up by DSIIDC, the Administrative approval and Expenditure sanction is provided by Managing Director DSIIDC in case of works being undertaken out of own funds of DSIIDC or received from the client department in case of deposit works. On receipt of Administrative approval and Expenditure sanction, the technical sanction is accorded by the Competent Engineering authority i.e. the EE/SE or CE in whose competency the work falls as per provision of latest CPWD Works Manual. Post Technical Sanction the concerned Executive Engineer frames the Notice of Tender and gets it technically (both civil and electrical part) and financially vetted. The tender document is uploaded on the Delhi Govt e-procurement website and DSIIDC website for e-tendering. Two bid systems are adopted in e tendering and on the stipulated date as per NIT. the technical bids of all bidders are opened and examined. After thorough examination the financial bids of only those bidders are opened whose technical bids are approved. Once the L1 bidder is identified, the letter of acceptance is issued and once the performance guarantee as per NIT terms is obtained from L1 bidder, the letter of commencement is issued to the L1 bidder. Along with the same, a third party agency out of selected Govt agencies like WAPCOS, RITES Ltd or CEIL. Ltd is nominated to check the physical and financial progress of the work. During execution the work is closely monitored by the JE, AE and EE along with the nominated third party quality assurance agency. Regular payments as per progress of work are made to the agency in form of Running Account (RA) bills. On completion of work, the final measurements submitted by the agency are cross

checked by the ground executives and the third party agency before approving release of Final bill to the agency. As per NIT conditions the security deposit amount recovered from each RA bill is released to the agency after completion of the effect liability period subject to the agency fulfilling all conditions.

### **IMFL:-**

In the IMFL Division, the matters for decision making are examined and submitted at the level of concerned Managers/AG-I/AG-II level and put up through hierarchy of Sr. Mgr., Div. Manager, CM (IMFL) up to competent authority for decision.

### **IEM:-**

- (i) In the IEM division, the application/requests for conversion to freehold/COC are examined at the level of concerned Sr. Manager/ Manager/AG-I and after examination of documents, deficiency (if any) and outstanding dues are communicated to the applicant with prior approval/under signature of divisional head.
- (ii) The conversion cases where change-in-hands occurred after allotment. ED DSIIDC is the Competent Authority for approval on the basis of recommendation of Industrial Land Management & Advisory.
- (iii) The conversion cases where original allottee/lessee applied for conversion, CM IEM is the Competent Authority for approval.
- (iv) For all COC cases, MD DSIIDC is the competent authority. However, COC cases other than where Changes are due to death or transfer within family is put up to the competent authority on the basis of recommendation of Industrial Land Management & Advisory Committee (ILMAC).

### **IPD Division**

The issues/matters are examined at the level of AG-I/AG-II/Manager of the Division as per relevant guidelines/rules. Thereafter, the file is submitted further for approval of competent authority through Divisional Manager, Chief Managers. Concurrence of Accounts Division/ Finance is taken, wherever necessary.

### **Relocation Division**

In the Relocation Division the matters for decision making are examined and submitted at the level of concerned Managers/AG-I/AG-II level and put up through hierarchy of Sr. Manager, Divisional Manager, Chief Manger (Relocation) upto Competent Authority.

The approved policies practices, Industry Department, norms, Rules, Act etc. guide the decision

making.

The Forms of documents are available (Downloadable) in public Domain. Further, instructions issued by the Relocation/ Industry Deptt. are also available its (Downloadable) in public Domain.