

The Right To Information Act, 2005

India Meteorological Department

MANUAL-(III)

The procedure followed in the decision making process, including channels of supervision and accountability



The Director General of Meteorology is the Head of India Meteorological Department with its Headquarter at New Delhi. He is assisted by four ADGMs and 20 DDGMs. For the convenience of administrative and technical control, there are six Regional Meteorological Centers, each under a DDGM with Headquarters at Mumbai, Chennai, New Delhi, Kolkata, Nagpur and Guwahati.

The officer-in charge submits the proposals concerning their units after due consideration of operational and functional needs. These include procurement of necessary Stores equipments, and other accessories etc. Officer in charge recommends the proposal for consideration by DDGM. DDGM approves/disapproves the proposal after consultation and assessing the financial and technical requirement. If the proposal is approved but it is beyond the delegated powers of DDGM, then the same is recommended to DGM office for consideration/ approval /sanction.

The officer in charges are responsible and accountable for their total functioning of the section and its related actions/ submissions/ omissions concerning to their units. Similarly each staff is accountable for his /her work assigned to him /her seat by the officer in charge. The supervision of all technical/scientific and administrative work is carried out by various levels of officers from the rank of Asstt. Meteorologists Gr.II, Asstt. Meteorologists Gr.I, Meteorologists, Directors.

For Administrative purposes fundamental rules, statutory rules, financial rules prescribed by Govt. authority (DOPT) are being followed in India Meteorological Department.