Sr. #	Process of decision making Identify key decision making points	Final decision making authority	Related provisions, acts, rules etc.	Time limit for taking a decisions, if any	Channel of supervision and accountability	Nature of functions/ services offered	Norms/ standards for functions/ service delivery	Process by which these services can be accessed	Time-limit for achieving the targets
1	Certification testing	HMR-HOD	CMVR 1989	Depending upon scope of work	HRM-Cocerened dept. and back	Certification testing	CMVR 1989	CMVR - TAS	Depending upon scope of work
2	Development testing	Conerned dept. HOD & HOD-BDCP	As per the standards cited by the customer	Depending upon scope of work	BDCP-Concerned dept.-Report to Customer with Invoice	Development testing	As per the standards cited by the customer	As per the business inquiry to BDCP	Depending upon scope of work
3	General Procurement	Director	GFR, Procurement Manuals	As per GFR, Procurement Manuals	User dept.-HOD-Administrative approval Financial approval-Purchase dept.	Procurement	GFR, Procurement Manuals	GEM, CPP and ERP	As per GFR, Procurement Manuals
4	Recruitment	Director	ARAI Service Rule	Depending upon requirement from initiating department	Initiating dept -HRMA-Director - Advertisement - HRMA & initiating dept - Selection panel - HRMA for induction	Recruitment	ARAI Service Rule	HRMA Recruitment process	Depending upon requirement from initiating department
5	Capex Procurement	Director / GC	GFR, Procurement Manuals	As per GFR, Procurement Manuals	User dept.-HOD-BDCP - Capex approval-initiating dept - Purchase dept.-financial approaval - purchase dept	Procurement	GFR, Procurement Manuals	GEM, CPP and ERP	As per GFR, Procurement Manuals
6	Performance Monitoring	HoD / Director	ARAI Service Rule	60 days	Goal setting by individual - Self appraisal - Review by HoD / Director - HRMA	Performance Monitoring	ARAI Service Rule	Adrenaline - HRMS	60 days
7	Website update	HoD BDCP / ITM	As per ARAI IT policy	As and when required	Initiating dept - BDCP - ITM	Website update	As per ARAI IT policy	As per ARAI IT policy	As and when required
8	Training (other than PMS)	HoD / Director	HRMA Training process	Depending upon requirement from initiating department	Initiating dept -HRMA-Director - Purchase - financial Approval - HRMA	Training	HRMA Training process	Adrenaline - HRMS	Depending upon requirement from initiating department
9	Leave	HOD	ARAI Service Rule	10 days	Supervisor - HOD - HRMA	Leave	ARAI Service Rule	Adrenaline - HRMS	10 days