

### **1.3 Procedure followed in decision-making process [Section 4(1)(b)(iii)]**

#### **1.3.1 Process of decision making Identify key decision-making points**

Decisions are taken in accordance with the provisions of the Act/Statutes/Ordinances/ Rules & Regulations / Policies, Rules etc. of the Institute received from Ministry of Earth Sciences and the decisions taken by Governing Council / Society from time to time and procedures/practices of the Institute. Policy matters are decided at the level of Director/Governing council

Additional details are provided at 1.2.3 above. The Institute has organized the institutional structure as shown at [here](#). The Group Directors, Division Heads, Joint Manager's, etc. were given certain authorities as defined at 1.2.2. above

#### **1.3.2 Final decision-making authority**

The Governing Council is the decision taking authority for INCOIS matters; however, GC has vested the Administrative and Financial powers to Director, INCOIS as defined in 1.2.1 and 1.2.2 above

#### **1.3.3 Related provisions, acts, rules etc.**

Please click the following links for details:

[INCOIS Society Memorandum of Association](#) 

[INCOIS Bye-Laws](#) 

#### **Financial Powers of Director, INCOIS**

[Fundamental Rules & Supplementary Rules](#) 

[General Financial Rules](#) 

#### **1.3.4 Time limit for taking decisions, if any**

The policy decisions, if any are taken at Governing Council of the organization, which will be held every six months and further approvals from Ministry of Earth Sciences as per the procedures of the ministry. However, the following are the turnaround time for ocean services that this public authority provides.

Turn Around Time for Ocean Services

Sl. No.	Details of Service	Requirements from the information seekers	Check list	** Maximum Turnaround time / time of availability of service	Contact Details of the official	Remarks
1.	Potential Fishing Zone (PFZ) Advisories	Any stakeholder with Non-commercial usage / fishermen	One time Registration through Email / Phone / Website. Details of location for which PFZs are required.	Every day by 1700 Hrs except during fishing ban period and high wave/swell warning days	Operational Ocean Services (OOS) Lab 040-23886156 / 23886057 / 23886071	
2.	Ocean State Forecast (OSF) Services	All sea going community with non-commercial usage / fishermen	One time Registration through Email / Phone / Website. Details of location for which OSF data are required.	Every day by 2000 Hrs	040-23886156 / 23886057 / 23886071	
3.	Tsunami Early Warning Services	All coastal community	One time Registration through Email / Phone / Website.	Possibility of tsunami bulletins within 10 minutes from the time of occurrence of earthquake	Tsunami Early Warning Centre (TEWC) 040-23886034 / 23886064	
4.	High Wave / Swell Warnings Alerts	All coastal community	One time Registration through Email / Phone / Website.	Everyday by 1700 Hrs	Operational Ocean Services (OOS) Lab 040-23886156 / 23886057 / 23886071	

\*\* Note: In case of an unavoidable situation or where insufficient details are provided and application is incomplete, the applicant will be intimated within given timelines for providing required information.

### 1.3.5 Channel of supervision and accountability

As per the [Organizational Structure and Hierarchy](#) of the institute.