

**Ministry of Earth Sciences (MoES)
Government of India
Prithvi Bhavan, Lodhi Road,
New Delhi - 110003**

Procedure followed in the decision making process:

While performing the duties assigned to the different officers/staff, they exercise powers as prescribed by the guidelines issued by the Government of India from time to time as well as those prescribed under different manuals, rules like General Financial Rules, Delegation of Financial Power Rules, Manual of Office Procedures, etc.

Since it is not a public dealing Ministry providing any service to people, setting up norms for discharge of such functions is not applicable here.