

Manual - 3:- The Procedure followed in the decision-making process, including channels of supervision and accountability -

- (1) What is the procedure followed to take a decision for various matters? (A reference to the Secretariat Manual and Rule of Business Manual, and other rules / regulations etc. can be made)? What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are the different levels through which a decision process moves?

The GBU observes the Gujarat Biotechnology Act 2018 and implements the decision-making process through the Authorities of the University as defined in the CHAPTER II of the GBU Act 2018. Further, GBU also refers to the Government of Gujarat rules and regulations pertaining to the subject matters.

1. G.C.S. (General Rules of Services) Rules-2002
2. G.C.S. (Pay) Rules-2002
3. G.C.S. (Leave) Rules-2002
4. G.C.S. (Joining Time, Suspension, etc.) Rules-2002
5. G.C.S. (Travel Allowance) Rules-2002
6. G.C.S. (Pension) Rules-2002
7. G.C.S. (Pay & Other Allowances) Rules-2002
8. Medical Rules
9. Group Insurance
10. Departmental Inquiry
11. Classifications and Recruitment Rules (Govt. Offices/Employees)
12. Dearness Allowance (since 1984)
13. General Provident Fund
14. Gujarat Financial Rules
15. Officer Procedure of non-secretariat office guideline issued by GAD, GoG

- (2) What are the arrangements to communicate the decision to the public?
- Information is given to the citizen through - letter, e-mail, RPAD, hand delivery, website.
- (3) Who are the officers at various levels whose opinions are sought for the process of decision making?
- The decision-making process through the Authorities of the University as defined in the CHAPTER II of the GBU Act 2018.
- (4) Who is the final authority that wets the decision?

The Chairman, GBU is making decision in consultation with the DST.

- (5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	1
Subject on which the decision is to be taken	Biotechnology
Guideline / Direction, if any	Policy, Circulars, GRs
Process of Execution	Implementation through the HODs.
Designation of the officers involved in decision making	1. Director General 2. Directors 3. Deans 4. Registrar 5. other people associated with the functions of the University as may be specified by regulations, to be the officers of the University.
Contact information of above-mentioned officers	Director General Gujarat Biotechnology University Gift-city, Gandhinagar, Gujarat - 382 010. Tel. 079 690 14 911 (PA to DG) E-mail : dg@gbu.edu.in Registrar Gujarat Biotechnology University Gift-city, Gandhinagar, Gujarat - 382 010. Tel. 079 690 14 919 (PA to Registrar) E-mail : registrar@gbu.edu.in