

**PROCEDURE FOLLOWED IN DECISION MAKING**  
**PROCESS IN DFSS HQS**

After the creation of Directorate of Forensic Science Services as a distinct entity, MHA declared the Director-cum-Chief Forensic Scientist as Head of the Department and the Senior Scientific Officer Gr. I (FS), DFSS HQs as Head of Office.

Certain financial powers have been delegated to the Director-cum-CFS by the MHA. Accordingly process of decision making is decided within the competence of CFS being the HoD. Matters which are beyond the delegated powers of HoD are referred to MHA being the administrative ministry for deciding the matter.

Director-cum-CFS is the final decision making authority in the DFSS. All administrative and financial matters are processed in accordance with the relevant rules and regulations issued by the DoPT, DoE and other nodal agencies of the GoI and approved by the Director, in his capacity as the Head of Department within the prescribed time limit fixed by the GoI for arriving at an appropriate decision.

There are three levels of supervision in the DFSS. At the section level it is supervised by the Administrative Officer. At the Branch level it is supervised by SSO(FS) being the HOO and finally it supervised and decided by the Director-cum-CFS being the HoD.

