

Process/Procedure adopted by Tariff Commission and Responsibility of each designated position for conduct of Study

Sl. No	Name of process	Activity	Responsible person (Designation)	Procedure
1.	Receipt and processing of reference	<ul style="list-style-type: none"> • Receipt of reference from Ministries / Department/ Organisations / State Governments. • Processing the request. • Informing the client Ministry/Department/ Organisation/State Government 	Secretary, TC	<ul style="list-style-type: none"> • The requests received for undertaking studies are considered keeping in view the expertise, availability of resources and work load in hand. • Approval of HOD is solicited for taking up the study or expressing Commissions regrets in taking up the study. • The decision of the Commission is communicated to the client and for those studies which are included in the annual action plan the client is intimated and requested for nominating nodal officer.
2.	Constitution of study team	<ul style="list-style-type: none"> • Initiating the process for constituting study team. • Nomination of team members from Costing, Economic, statistical and Technical Divisions. • Constitution of study team. • Circulation of orders of study team 	Secretary, TC	<ul style="list-style-type: none"> • On acceptance of the study, the process of constitution of study team is initiated. • A study team is constituted and Study In charge / Study Coordinator for the study is also nominated from amongst the team members • The study team thus constituted is circulated to the officers of the Commission
3.	Finalization of Terms of Reference	<ul style="list-style-type: none"> • Deliberations with nodal officer for terms of reference of the study. • Finalization of Terms of Reference. • Communicating the finalized Terms of Reference 	Study Incharge & Study coordinator	<ul style="list-style-type: none"> • The study in-charge / study coordinator interacts with the nodal officer nominated by the client for formulating the Terms of Reference for the study and prepares the draft Terms of Reference. • The study in charge /Study coordinator in consultation with the study team members finalizes the terms of reference with the approval of HOD. • The finalized terms of reference are communicated to the client for their concurrence.
4.	Approach and methodology of Study and assignment of work amongst study team	<ul style="list-style-type: none"> • Approach and Methodology. • Allocation of work amongst the team members 	Study Incharge & Study coordinator	<ul style="list-style-type: none"> • Study In-charge / study coordinator in the backdrop of the Terms of reference of the study define the scope and approach and methodology for the study in consultation with the team members. • Study in-charge / Study coordinator allocate the work amongst the team members
5.	Identification of data requirement	<ul style="list-style-type: none"> • Listing the requirements of data for the study. • Firming of the data requirement 	Study Incharge & Study coordinator	<ul style="list-style-type: none"> • Each member keeping in view the ToR of the study identifies his data requirement and gives it to the study in charge / study coordinator. • Study in charge / study coordinator consolidates data requirement from team members and the same is firmed up

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6.	Identification of data source	<ul style="list-style-type: none"> • Preparing a list of possible secondary sources (such as websites, published reports & journals, old reports). • Identifying the units for study for primary data 	Study Incharge, Study coordinator & Team members	<ul style="list-style-type: none"> • Each team member depending upon the nature and scope of study, identify and list the possible secondary data sources in consultation with study in charge / Study coordinator. • Study in charge/ study coordinator consolidates data requirement from team members and the same is firmed up
7.	Data collection	<ul style="list-style-type: none"> • Preparation of the questionnaire <ul style="list-style-type: none"> ○ Costing, Economic, statistical & Technical parts ○ Consolidation of questionnaire • Issue of the questionnaire to the identified units. • Download data from published sources. • Literature Survey. 	Study Incharge, Study coordinator & Team members	<ul style="list-style-type: none"> • Each team member from respective discipline prepares questions / table formats for obtaining the information from the responding units and give it to the study in charge / study coordinator • The study in charge / study coordinator consolidates the questionnaire incorporating the inputs received from the team members • The questionnaire prepared is sent to the identified responding units <ul style="list-style-type: none"> • The desired data from the identified published sources is downloaded by team members.
8.	Data scrutiny	<ul style="list-style-type: none"> • Scrutinizing the data/information received from responding units. • Listing the data gaps • Communicating the data gaps 	Study Incharge, Study coordinator & Team members	<ul style="list-style-type: none"> • The data received from the responding units is scrutinized and the inconsistencies in the data are listed by the respective team members. • The discrepancies observed by each team member are discussed with the study in charge / study coordinator who in turn consolidates the data gaps for each responding unit separately. • The data gaps of respective units communicated to the respondents
9.	Data analysis	<ul style="list-style-type: none"> • Identification of tools to be used for data analysis. • Interaction with stake holders. • Field visits. <ul style="list-style-type: none"> • Analysing the costing, technical and economic aspects. • Finalising costing, technical and economic inputs. 	Study In-charge, Study coordinator & Team members	<ul style="list-style-type: none"> • Depending upon the type and sector of study, tools for data analysis are identified. • Deliberations are done with all the stake holders to have an understanding of their perspectives of the issues involved with the study. • Study in charge /study coordinator along with the team members undertakes visits to the responding units for data reconciliation, verification of information furnished and to interact with the management for obtaining first-hand information and understanding the ground realities. <ul style="list-style-type: none"> • The different aspect, financial performance, technological parameters and economic issues are analysed by the respective team members. • Based on analysis team members consolidate inputs from the study. For normative pricing studies, technical efficiency norms and normative price workings is got approved by the competent authority before being sent

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				to the study in charge / study coordinator. Respective chapters for incorporation in the study are prepared by respective members
10.	Preparation of draft report	<ul style="list-style-type: none"> • Preparation of draft chapter. • Amalgamation of inputs /draft chapters. • Drafting the conclusions, recommendations , and executive summary. • Preparation of draft report 	Study In-charge, Study coordinator & Team members	<ul style="list-style-type: none"> • Study in charge / study coordinator along with the team members prepare the draft chapters. • The analysis of data and draft chapters provided by the different team members are integrated by the Study in charge / study coordinator. • Based on the initial draft report prepared by study in charge / study coordinator and conclusions and findings are drawn and executive summary of the report is prepared.
11.	Finalization of report	<ul style="list-style-type: none"> • Approval of the draft report. • Finalization of report. 	Study Incharge, Study coordinator & Team members	<ul style="list-style-type: none"> • The draft report is put up for approval of Commission. The suggestions of the Commission are appropriately addressed and incorporated in the report. Wherever desired by the Commission the draft report is circulated to other officers with expertise and experience for broader discussion. • The report is finalized for approval of the Commission after incorporating suggestions in draft report
12.	Submission of report	Submission of the final report	Secretary, TC	After the receipt of approved report from study coordinator it is sent to client Ministry / Department/ Organisation.