

Study In-charge/Study coordinator and study team members duties/responsibilities.

Designation/ Position	Duties/Responsibility
Study in-charge & Study coordinator	<ul style="list-style-type: none"> • Plan and coordinate the activities of the study. • Preparation of time lines of the study in terms of PERT chart. • Preparation and finalization of Terms of Reference in consultation with the client Ministry/Department/Organization/State Government. <ul style="list-style-type: none"> • Preparation and consolidation of questionnaire covering Economic, Technical and Costing aspects as obtained from team members of respective Divisions • Consolidation of identified data gaps/clarification received from team members of different Divisions and onward transmission to the relevant responding units. <ul style="list-style-type: none"> • Planning and undertaking visits to responding units along with other team members. • Periodically review of the progress of the study and keep the study incharge informed about the developments. • Consolidation of the Chapters of different Divisions and preparation of the draft report. • Submitting, through study in-charge and soliciting the approval of the study report by the Commission. <ul style="list-style-type: none"> • Making the report available to Secretary, TC for sending the same to the client.
Team Members (Economic/ Costing / Science & Technology)	<ul style="list-style-type: none"> • To carry out work assigned for the study • Identification of data sources • Preparation of questionnaire for inputs of respective discipline • Identification of data gaps from the replies received from the units <ul style="list-style-type: none"> • Compilation and Analysis of data • Under taking study tours <ul style="list-style-type: none"> • Preparation of analytical tables and graphs • Consolidation and arriving at inputs for the study • For normative pricing studies, technical efficiency norms/normative prices, to obtain approval of respective Divisional Heads before sending the inputs to study coordinator. <ul style="list-style-type: none"> • Preparing draft chapters and bring out finding of the analysis. • Providing initial inferences based on the data analysis. • To assist in conduct of the study and preparation of draft report.