

NORMS SET BY IT BY DISCHARGE OF ITS FUNCTIONS :

- a) Dak papers are seen by the Govt. Deputed Officers (Programme Officers) to whom the communication is made and then the papers are received and docketed by the concerned clerks.
- b) Subject wise files are allotted to each clerk and it is the responsibility of each clerk to put up files to his official superior for a decision.
- c) Decision is generally taken by the respected Govt. Officer/s who has been delegated the powers to take decision on the matter.
- d) Even though power for taking decision has been delegated to the officials at various levels, the officer empowered to take a decision may endorse a file to his higher authority for advice according to the nature and importance of a case.