

MANUAL - 5

[Section 4(1)(b)(v)]

Rules, Regulations for discharge of functions

Administration and Accounts Section of this Society/ Department are functioning on the basis of the prescribed rules and procedures of Government. In so far as issuance of report etc. / providing information is concerned to general public. The request received in this office is dealt by the concerned official/ office. The officer put his comments as per the procedure and forwarded to the competent Authority for appropriate reason /approval.