

The norms set by it for the discharge of its functions

LDC/UDC/ASO – who shall be the custodian of files to shall do receipt and dispatch work and hand over the PUCs and files to the dealing Assistant (UDC/ASO)

SO/AS – Specific work shall be distributed amongst SO/AS by DS/JS and first analytical note shall be prepared by either of them

DS/JS – File shall be put up either by SO/AS, depending upon the distribution of subject areas allocated to them by DS/JS

For decisions at the level of Administrative Secretary In-charge (Pr. Secretary/ Secretary	For decisions at the level Minister In-charge	For decisions at the level of Hon'ble CM
<p style="text-align: center;">Secretary/Pr. Secretary</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">DS/JS</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">SO/AS</p>	<p style="text-align: center;">Minister In-charge</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">Pr. Secretary</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">Secretary/Pr. Secretary</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">DS/JS</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">SO/AS</p>	<p style="text-align: center;">Hon'ble CM</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">Minister In-charge</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">(Through CS if necessary)</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">Secretary/Pr. Secretary</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">DS/JS</p>