

GOVERNMENT OF TRIPURA  
DEPARTMENT OF LABOUR & EMPLOYMENT  
AGARTALA

No. F.1(8)-D/ESMP/2005/\_\_\_\_\_ Dated, Agartala The 7 th October,2005.

**NOTIFICATION**

As per provision of section 4(1) (b) of the Right to Information Act, 2005 the required informations in respect of the Directorate of Employment Services & Manpower Planning, Government of Tripura which is the Public Authority, are published as follows: -

- 4.(b).(iv). Norms set by it by discharge of its functions:
- a. Dak papes are seen by the 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 officer 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.