

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: -

The procedure followed in decision-making process including channels of Supervision and accountability:

- a. Works have been distributed among the clerical staff and the clerks maintain subject wise files and records.
- b. The concerned clerk put up note in the relevant file on any specific issue to his next superior stating therein the relevant facts and particulars.
- c. The senior clerks and concerned Office Superintendent examine the issue and record their suggestions regarding the course of action to be followed.
- d. The proposal is then scrutinized at the level of Deputy Labour Commissioner / Labour Commissioner.
- e. Final decision is taken by the Commissioner & Secretary or Minister-in-charge of the Department, as the case may be, according to the powers designated to each of them.
- f. In taking any decision, the Rules of Executive Business are also followed.
- g. Every subordinate official is accountable to his superior

official for the correctness of the facts and particulars stated in the note for arriving at a decision.