

**MANUAL - 5**

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR  
DISCHARGING FUNCTIONS**

Administration and Account Sections of the Department are functioning on the basis of the prescribed rules and procedures of Govt. In so far as issuance of report etc. /providing information is concerned to general public, the procedure is dependent upon which the visitor meets. If the visitor meets senior officers in the first instance, then the request with comments of the senior officer is received by the dealing officer/dealing hand for actual supply of the information. On the other hand, if the request is received in the section, then it is put up to senior officers for obtaining the approval before passing on the information/documents to the visitors.