Chapter 5
Norms set by the Department for the discharge of its functions
[Section 4(1)(b)(iv)]

The norms for discharging functions of the department is as set forth in the A.P. Business Rules and Secretariat Instructions. Generally the files referred to this department are disposed of as quickly as possible in terms of the general norms applicable to other departments and depending upon the legal complications etc., within a week as far as possible for effective implementation of this, submission of weekly list of pending files in each section is being followed under the supervision of Secretary.