

All the cases received in Governor's Secretariat are submitted on files by the concerned dealing assistants. Supervised by the Superintendents and submitted to the Section Officer. He submits it further to the Under Secretary & then to the Secretary . Routine matters and nformatory references are disposed of at Under Secretary level. Financial matters, expenditure sanctions, decision taking powers rests with the Secretary to Governor. Assent to Bills, amendments & ordinances are submitted to H.E. the Governor for approval.