

Rule 4 (1) b (iv)

Norms set by organization for discharge of its duties

Norms set by it for the discharge of its functions

The Organization being a Government Department will follow the rules and regulations issued and decisions taken by Government under various program for the development of tribals. The officers shall discharge their duties within the framework of rules and regulations.

Discharge of duties

The duties will be done by the JS /DDs as prescribed from time to time, and as discussed in item no. 4 (b) (ii).

MEETING OF THE SOCIETY

- (a) Notice of the Meetings of the Society shall be issued by the Secretary on behalf of the chairman and with his approval.
- (b) Proceedings of the Meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

MEETING OF THE BOARD

- (a) The Board shall meet atleast once in a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- (b) A notice of each meetings of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the chairman.
- (c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/ or any other matter to be permitted by the Chairman at the meeting for discussion.

- (d) The proceedings of each meeting shall be prepared by the Secretary and submitted to the Chairman of the Meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- (e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.