

MANUAL - 3
(Procedure followed in the decision making process, including channels of supervision and accountability)

All decisions are taken in the Board meetings either unanimously or by majority votes of the Board members. The Board is also empowered to constitute committees and sub-committees for such purposes as may be deemed necessary for the proper discharge of the functions of the Board.

1. The Secretary of the Board, has full Financial Powers and he has delegated his powers to incur expenditure upto Rs. 5000/- to the Advisor-cum-Additional Labour Commissioner, Punjab. All cases of financial sanction upto Rs. 5000/- goes upto the limit of Advisor and above Rs. 5000/- upto the level of Secretary.
2. All decisions regarding contractual appointments are taken at the level of Secretary.
3. All files/cases initiated by Assistant/Account Assistant are sent to Secretary through Superintendent, Accounts Officer, Deputy Secretary and Advisor.
4. All types of cheques are issued with the Signatures of Secretary and Deputy Controller (Finance and Accounts). In the absence of Secretary, Advisor is authorized to sign the cheques.
5. All types of Memorandum of Understandings (M.O.U.s) are signed by the Secretary or any other officer authorized by him.