

Updated on August 10, 2009

## **CHAPTER 12**

### **NORMS FOR THE DISCHARGE OF FUNCTIONS**

The Ministry discharges its functions as per the Government of India (Allocation of Business) Rules, 1961 on matters relating to welfare of the minority communities. The Ministry acts as a facilitator through policy advocacy on behalf of the various Central Ministries/Departments, State Governments and other organisations for the welfare of the minority communities. The Ministry has a wide charter relating to the overall policy, planning, coordination, evaluation and review of the regulatory and developmental programmes of the minority communities. The Ministry formulates the policies and programmes for the welfare of the minority communities. The norms of disposal of daily business by the individual employees are as laid down in the Manual of Office Procedure and efforts are made by all concerned to adhere to these norms.