

MANUAL-III

The procedure followed in the decision making process including channels of supervision and accountability.

The Commission shall regulate its own procedure with prior approval of the Government. All the orders and decisions of the Commission shall be authenticated by the Secretary, or any other officer of the Commission duly authorized by the Chairperson.

Decision regarding	Complaints filed by the people belonging to minorities community	Awareness programmes/seminars by empanelled NGOs on government on-going schemes	Administrative Work & financial approval on expenditure incurred
Hierarchy In Ascending order	Chairman/Members u/s 10 of DMC Act, 1999 <pre>graph BT; DA1[Dealing Assistant] --> SO1[Section Officer]; SO1 --> HO1[Head of Office]; HO1 --> S1[Secretary]; S1 --> CM[Chairman/Members u/s 10 of DMC Act, 1999]</pre>	Chairman/Members u/s 10(e) of DMC Act, 1999 <pre>graph BT; DA2[Dealing Assistant] --> SO2[Section Officer]; SO2 --> HO2[Head of Office]; HO2 --> S2[Secretary]; S2 --> CM2[Chairman/Members u/s 10(e) of DMC Act, 1999]</pre>	<pre>graph BT; DA3[Dealing Assistant] --> SO3[Section Officer]; SO3 --> AO[Accounts Officer]; AO --> HO3[Head of Office]; HO3 --> S3[Secretary]; S3 --> CM3[Chairman/Members u/s 10(e) of DMC Act, 1999]</pre>