

The procedure indicating in Manual of Office Procedure (MOP) for decision making is complied with in Bureau of Energy Efficiency. Accordingly, Director/Joint Director take action with the help of staff (Project Engineer, Stenographer, and Assistant) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Director submits the file to Secretary who in turn submits the file to Director General.