

Provided that, in respect of officers in entry (b) in the table working at the Divisional or District level, the Divisional Head shall be competent to transfer such officers within the Division; and the District Head shall be competent to transfer such officers within the District :

Provided further that, the Competent Transferring Authority specified in the table may, by general or special order, delegate its powers under this section to any of its subordinate authority.

7. Every Administrative Department of Mantralaya shall for the purposes of this Act prepare and publish a list of the Heads of Departments and Regional Heads of Departments within their jurisdiction and notify the authorities competent to make transfers within their jurisdiction for the purposes of this Act. Publication of list of competent authority.

### CHAPTER III

#### PREVENTION OF DELAY IN DISCHARGE OF OFFICIAL DUTIES

8. (1) Every office of Department shall prepare and publish Citizens Charter within a period of six months from the date of commencement of this Act. Citizens Charter.

(2) If no final decision is taken within the period specified in the Citizens Charter by the concerned authorities, the responsibility for inaction shall be fixed on them and an action mentioned in the relevant Act, rules or regulations shall be taken against them.

9. (1) The Head of every office or Department shall publish the list of powers delegated to the subordinate officers, working under them, for taking final decision. Delegation of Powers.

(2) The Head of every office or Department shall determine as far as possible three levels of submission for taking final decision on all matters pertaining to that office or Department.

(3) Lists of powers delegated to the subordinate officers and the levels of submission shall be prepared and published within one year from the date of commencement of this Act and shall be updated on the 1st April of every succeeding year.

10. (1) Every Government servant shall be bound to discharge his official duties and the official work assigned or pertaining to him most diligently and as expeditiously as feasible : Disciplinary action.

Provided that, normally no file shall remain pending with any Government servant in the Department or office for more than seven working days :