

16. A Secretary may call for and see the papers in any department, other than Finance, Personnel, Home and Vigilance, if such papers are required for the disposal of any case in his department.
17. If the paper called for is of a secret nature, it shall be sent only through the Chief Secretary
18. The Chief Secretary may call for and see the papers relating to any case in any department and such a requisition by him shall be complied with by the Secretary to the department concerned.
19. The Administrator may call for papers relating to any case in any department and such a requisition shall be complied with by the Secretary to the department concerned.
20. If a question arises as to the department to which a case properly belongs, the matter shall be referred for the decision of the Chief Secretary
21. All communications, received from the Central Government other than those of a routine or unimportant character shall as soon as possible after receipt, be submitted by the Secretary through the Chief Secretary to the Administrator.
22. The following classes of cases shall be submitted to the Administrator through the Chief Secretary before the issue of orders, namely : -
 - (i) cases raising questions of policy;
 - (ii) cases which affect or are likely to affect the peace and tranquility of the Union territory;
 - (iii) cases which affect or are likely to affect the interest of any minority community, Scheduled Tribes and Backward classes;
 - (iv) cases which may affect the relations of the Administration of the Union territory with any State Government, the Supreme Court or the High Court or Central Administrative Tribunal.
 - (v) Constitution of Advisory Boards and Committees and Statutory Committees.
 - (vi) Cases required to be referred to the Central Government.
 - (vii) Cases pertaining to Administrator's Secretariat, Personal establishment and other matters relating to his office.