

## **Manual- 4**

### **Norms set for discharge of functions**

[Section 4(1)(b)(iv)]

Sl. No. (1)	Activity (2)	Time frame / Norm (3)	Remarks (4)
1	Receipt and diary of letters	Same day	Handed over to the concerned Dealing Assistants.
2	Dealing Assistants records the receipt of the letters in their log book	Same day	
3	Dealing Assistants after examining the case submits the case to the concerned Scientists, S.O.(Accts) or AAO as the case may be	Three days	
4	S.O.(Accts) further examines the case in accordance with the Rules and Regulations and submits the case to AAO	Two days	
5	The AAO or the concerned Scientists further examine the case and submit the matter to the Chief Executive	Two days	
6	After disposal of the case by the Chief Executive the file is transmitted back to the concerned section through the above mentioned channel for compliance of the order	Two days	