

## **Norms set**

### **For discharge of functions**

#### **{Section 4(1)(b)(iv)}**

It shall be the endeavor of the Ministry to ensure that proposals for financial assistance under various schemes/programmes are examined and disposed of within the time frame given below:

#### **Receipt of Proposal**

- Issue of acknowledgement within 3 days
- Complete the examination of the proposal within 30 days of receipt (zero days)
- Consideration by Grant-In-aid and such other concerned Committees within 45 days of receipt
- Consideration by Integrated Finance Division within 75 days of receipt
- Issue of sanction/rejection letter as the case may be, within 90 days of receipt

#### **Recall of accounts and Utilization Certificate**

- Consideration by IFD within 30 days
- Issue of sanction of letter within 45 days

#### **Receipt of Surety Bond/PSR**

- Release of funds within 15 days of receipt of Pre-stamped Receipt/Survey bond.

#### **Disposal of Grievances**

Grievances received in the Public Grievances Cell are disposed off under the following norms sent by the Department of Personnel and Public Grievances:

- Issue of acknowledgement/interim reply to the petitioner: 3 das.
- Forwarding of the grievances petition to the concerned Authority: 2 weeks
- Final disposal of transferred/referred cases by the concerned Departments/organizations/individuals :21 days
- Issue of factual information on Parliament Questions: 2 days.

#### **Disposal of routine works**

Diary of letter: 3 minutes per letter

Dispatch of letter: 5 minutes per letter

Typing job: 30 pages per day