

MANUAL-4
Norms set for the discharge of functions
[Section 4 (1) (b) (iv)]

Details of norms and standard set out can be given in respect of various activities.

| S.No | Nature of function/ service offered | Norms/standards for functions/service delivery | Process by which these services can be accessed | Time limit for achieving the target | Process of redress of grievances |
|-----------------------|--|--|---|---|---|
| A ACADEMIC | | | | | |
| 1 | Lecture (Theory) | 1 hr | Visit the respective department of the institute. | | Contact the HOD of respective department of the institute. |
| 2 | Practical (Lab.) | 2 hrs to 4 hrs | | | |
| 3 | Project Work | Throughout the semester as a part of curriculum | | | |
| 4 | Industrial Training | 03 to 06 weeks | | | |
| B ADMINISTRATION | | | | | |
| 1 | Leave | As per CCS (leave rules) | Visit the Admin section of the institute. | | Contact the Administrative Officer/ Office Superintendent of the institute. |
| 2 | Penalty / Suspension | As per CCS / CCA rules | | | |
| 3 | Govt. Residences | As per FR45 | | | |
| C ACCOUNTS | | | | | |
| 1 | Preparation & submission of pay bills | As per FR 19 to FR 48B | Visit the Account section of the institute. | Before 15 th of every month | Contact the DDO/AAO of the |

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|---|--------------------------------|---|--|--|------------|
| 2 | GPF withdrawal | GPF (CS) Rules 1960 – Rule 15 | | After getting the sanction of competent authority | institute. |
| 3 | GPF advance | GPF (CS) Rules 1960 – Rule 12 | | After getting the sanction of competent authority | |
| 4 | Medical Claim | As per DGEHS norms. To be submitted in DGEHS format. | | 30 days | |
| 5 | T.A / D.A | As per TA/DA rules. To be submitted in TA/DA format | | 30 days | |
| 6 | Contingent | As per GAR (Receipts & Payments) rules 1983 | | Before closing date. | |
| 7 | Purchase (payment to supplier) | As per GAR 30 or GeM | | 30 days after completion & submission of inspection report | |
| 8 | Arrear | As per GFR 82 & GAR 32 | | | |