

**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 day)
- 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.

Receipt 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/Surety 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 days
- Forwarding of the grievances petition to the concerned Authority: 2 weeks
- Final disposal of transferred/ referred cases by the concerned Departments/ organizations/ individuals: 45 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