

Norms for discharge of its functions

For processing and day to day functioning the Norms have been set for various sections and Desks, which indicate a time limit for disposal of cases. These are normally set to facilitate early clearance of files and check pendency in the sections. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Any file, which requires inter-ministerial consultation and reference to other Ministry, tend to take more time because of complex nature of consultations. The time limits for disposal of cases are as per Annexure-

S.No.	Nature of cases	Maximum number of working days allowed for disposal
1.	Processing of newspaper Bills	7 days
2.	Processing of Canteen Bills	15 days
3.	Processing requests for purchase of books	10 days
4.	Processing of Hospitality/Entertainment Bills	10 days
5.	Processing of Publication Bills	7 days
6.	Protocol facilities to Hon'ble Minister/Secretary(I&B)	As per requirements
7.	Safe custody of official/diplomatic passports	As per requirements
8.	Hospitality provided to foreign delegations	As per requirements
9.	Issue of Leave Sanction Order in r/o Group D Staff	7 days
10.	Grant of permission under Conduct Rules	15 days
11.	Processing change of hometown recorded in the Service Book	7 days
12.	Verification of LTC advance form	3 days
13.	Forwarding of application for outside post	15 days
14.	Forwarding of Pension papers to the retiree	Before 8 months from the date of retirement
15.	Forwarding of pension papers after calculation to Pay and Accounts Officer	Before 6 months from the date of retirement
16.	Sending authority for gratuity etc. to Disbursing Officer for payment	5 days
17.	Issue of Training Circulars	7 days
18.	Processing for Nominations for Election Duty	As per schedule prescribed by Election Commission
19.	Processing for Nominations for Foreign Training	15 days
20.	Work relating to invitations for Independence/Republic Day	As per schedule prescribed by Ministry of Defence

21.	Annual Report of SC/ST/OBC	As per schedule prescribed by DOPT
22.	Half-Yearly Report on Minority Communities	15 days after completion of Half-year
23.	Forwarding of representations received from SC/ST/OBC Employees of the Ministry to the concerned authorities	7 days
24.	Processing of Dereservation proposals	20 days
25.	Processing of cases of annual verification of services	20 days
26.	Processing of verification of service on completion of 25 years of service	30 days
27.	Assured Career Progression	As per schedule prescribed by DOPT

S.No.	Nature of cases	Maximum number of working days allowed for disposal
1.	Forwarding of applications for allotment of Govt. accommodation	5 days
2.	Issue of CGHS Cards	5 days
3.	Issue of temporary passes	5 days
4.	Forwarding of application of Photo Pass to MHA	7 days
5.	Issue of 'No Objection Certificate' after completion of the formalities by the individual	5 days
6.	Issue of Library Cards	5 days
7.	Forwarding of application for parking label	5 days
8.	Issue of I. Card to retired persons	5 days

S.No.	Nature of cases	Maximum number of working days allowed for disposal
1.	Preparation of final Seniority List	30 days
2.	Forwarding of application for outside posts	15 days
3.	Framing/Amendment of Recruitment Rules	Specific time limit is not possible as other Ministries/Departments are involved
4.	Issue of No. Objection Certificate for transfer outside Delhi	30 days
5.	Grant of permission for deputation beyond the normal period	20 days
6.	Issue of No. Objection Certificate for Obtaining Personal Passport	20 days

7.	Change of Home Town Recorded in the Service Book	15 days
8.	Permission under Conduct Rules	15 days
9.	Recirculation of vacancies	7 days
10.	Circulation of instructions/guidelines received from various Ministries	7 days
11.	Court cases (a) Preparation of para-wise comments (b) Filing of counter affidavit after receipt of draft counter reply from the Govt. Counsel (c) Examination of Order/judgment	20 days 20 days 30 days
12.	Acceptance of request for resignation/voluntary retirement from Govt. Service	90 days
13.	Pay fixation	20 days
14.	Pension Matters	30 days
15.	Processing of disciplinary cases pertaining to administration for minor penalties	90 days
16.	Processing of Assured Career Progression (ACP) cases	As per schedule prescribed by DP&T
17.	Circulation of CR forms	30 days

Accounts Section

S.No.	Nature of cases	Maximum number of working days allowed for disposal
1.	Grant of advance/withdrawal from GPF	7 days
2.	Grant of Festival Advance	7 days
3.	Grant of Motor cycle/Motor Car/Computer Advance	15 days
4.	Grant of LTC advance	7 days
5.	Grant of TA advance	7 days
6.	Grant of Cycle advance	7 days
7.	Settlement of adjustment bill of LTC/TA	20 days
8.	Sanction of HBA	7 days
9.	Certificate of accrual of interest on HBA	7 days
10.	Sanction of medical reimbursement claim under the delegated powers	20 days
11.	Sanction of medical advance	7 days
12.	Grant of permission under CGHS/CS(MA)	7 days
13.	On Account advance	3 days
14.	Leave Salary advance	5 advance