

Item No. (IV)

: Norms set by Department for the discharge of its functions

For discharge of administrative work the norms are as follows :\_

Nature of applications / requests Maximum no. of working days allowed for disposal

- 1 Grant of advance/withdrawal from GPF 7 days
- 2 Grant of Motor Cycle/Motor Car/Computer Advance 15 days
- 3 Grant of LTC Advance 7 days
- 4 Grant of TA Advance 7 days
- 5 Settlement of adjustment bill of LTC/ T A 20 days
- 6 Grant of pay certificate/TD certificate/certificate of accrual if interest on HBA 3 days
- 7 Forwarding of application for outside posts 5 days
- 8 Forwarding of application for allotment of Govt. accommodation 3 days
- 9 Issue of No Objection Certificate for obtaining personal passport 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 Conduct Rules 7 days
- 13 Change of "Home Town recorded in the Service Book 10 days
- 14 Grant of HBA 20 days
- 15 Grant of Honorarium 7 days
- 16 Pay fixation 3 days
- 17 DPC Cases 15 days
- 18 Income Certificate (monthly/annually) 1 day/ 4 days
- 19 Deputation of abroad Cases 10-15 days
- 20 In case of CHS Doctors, issuing of letters for verification of character and antecedents, Medical examination and Caste verification after approval of Minister in charge as received on the recommendation of UPSC.  
15 days
- 21 Issuing offer of appointment of CHS Doctors on completion of all preappointment

administrative formalities  
15 days

22 Action on assessment report of CHS Doctors for completion of probation period 30 days

23 Approval of CHS Doctors for foreign visit on personal ground 7 days

24 Public Grievances 30 days

25. Transfer of RTI Application 5 days as per RTI ACT

26. Disposal of RTI Application 30 days as per RTI Act

27. Disposal of Appeal 30 days as per RTI ACT