

4. Norms for discharge of functions

As per Rules and Regulations of the Board, the Managing Director being Principal Executive Officer prescribes duties for all officers and staff and exercise such supervision and disciplinary control as may be necessary for discharge of functions at every level

Following norms are followed for discharge of functions:-

1.	Sanction of Letter of Intent (LOI)	With in one month from date of receipt of application or Inspection Report
2.	Sanction of Subsidy	With in 45 days from the date of receipt of Joint Inspection Report
3.	Reply of Query	With in 25 days
4.	Representation on Personnel Matters	With in 15 days.
5.	Enquiries to be completed	With in 3 months
6.	Sanction of TA/DA, Medical bills etc.	With in 30 days
7.	Payment of terminal Benefits	With in 3 months