

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Norms set by the Department for the discharge of its functions

Wherever applicable the Ministry follows norms for various items of work as laid down by concerned nodal Ministries/Departments/Organizations e.g. Ministry of Finance, Planning Commission, Ministry of Personnel, Public Grievances and Pensions, Central Vigilance Commission, Cabinet Secretariat, etc. In other cases, norms as laid down in guidelines/circulars etc. of the Ministry itself are followed, wherever applicable.

2. For day-to-day functioning of various Sections/Divisions/Bureaux, norms regarding time limits for disposal of important receipts are fixed by senior officers at desk stage wherever applicable. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Cases, which require inter-ministerial consultation and reference to other Ministry (ies), tend to take more time.