

CHAPTER – 15

(Manual – 14)

Norms set by the department for the discharge of its functions

Gazette Publication

A time limit of ten days is fixed as a norm for publication in Ordinary Gazette and a time limit of five days is fixed as a norm for publication in Extraordinary Gazette.

Printing of jobs

The Department ensures that enough stocks are maintained for standard forms and registers. In respect of other jobs, a time frame is fixed by Planning Unit depending upon the nature of the job and the progress of the job is monitored.