

**Manual 4**  
**Norms set for the discharge of functions of Establishment Section**  
**[Section 4(1)(b)(iv)]**

**Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:**

<b>Sr. No.</b>	<b>Activity</b>	<b>Time frame/Norm</b>	<b>Remarks</b>
1.	Processing of File	Depends on matter	2 or 3 days.
2.	Advertisement for different posts	15 days or above.	15 days are given to receive applications.
3.	Canteen Tender	15 days or above.	15 to 20 days to receive Tender Documents online through E-Tender.

**Accommodation/ Technical Section**

**Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below :-**

<b>Sr. No.</b>	<b>Activity</b>	<b>Time frame/Norm</b>	<b>Remarks</b>
1.	Processing of File	Same Day	1 or 2 days will receive file from D.A., M.S. to Accommodation /Technical Section
2.	Bills	Same day	15 days for bill payment from Accounts Section

## Norms set for the discharge of functions in Programme & Development Section

[Section 4(1)(b)(iv)]

S. No	Activity	Time frame/Norm	Remarks
1	Muster Roll for attendance	5 minutes for recording attendance of all the sectional staff	Attendance in the morning & afternoon sessions on the muster roll as well as bio-metric
2	Correspondence Register for sectional inward entry	30 minutes	Letters/emails with subject matter of programmes activities received are marked to the concerned dealing hands by the Programme & Development Officer
3	Movement of File Register	30 minutes	Sectional Movement of Inward & Outward Files/notings.
4	Compensatory Leave Records	1 day	Compensatory leave availed against working on holiday/working day after office hours for programmes/events
5	Processing & Scrutiny of programme proposals	6 days	Programme proposal, notings relevant communication by emails, letters, approvals of competent authorities
6	Printing of Invites, Banners, Programme Boards, Brochures, leaflets, posters	20 days	All Publicity & informative material related to programmes
7	Photography, Videography	20 days	Documentation/Archival records

**Norms set for discharge of function of Repertory Company and School of Drama.**

<b>Sr. No.</b>	<b>Activity</b>	<b>Time frame/ Norm</b>	<b>Remarks</b>
1	Master Roll for attendance	5 minutes for recording attendance of all the sectional staff	Attendance in the morning & afternoon sessions on the muster roll as well as bio-metric
2	Correspondence Register for sectional inward entry	30 minutes	Letters/ email with subject matter of play productions, visiting faculty, students, Artist are marked to the concerned dealing hands by the Chief of Rep. Co.
3	Movement of File Register	30 minutes	Sectional Movement of Inward & OUTWARD Files/ noting
4	Compensatory Leave Records	1 day	Compensatory leave availed against working on holiday/ working day after office hours for play production and shows.
5	Processing & Scrutiny of play production, Tours and other proposals.	6 days	Play productions Tours and other proposal, noting relevant communication by email, letter, approvals of competent authorities

6	Printing of Invites, Banners, programme Boards, Brochures, leaflets, posters	20 days	All Publicity & informative material related to play productions
7	Photography, Videographer	20 days	Documentation/ Archival record