

Norms set for the discharge of functions Section 4(1)(b)(iv)

Flow Process Chart for Discharge of function

S. No.	Activity	Level of action	Remarks
1	Marking of PUCs/bills received through Dak to the Concerned Branch.	HOO	Same day/One day
2	Marking of PUCs/bills by concerned SPO/branch in-charge to the dealing asst.	Concerned SPO/Branch in-charge	Same day/ One day
3	Examination/Scrutinization of the PUCs/bills w.r.t applicable rule position/guidelines/orders etc and putting up for approval.	Dealing assistant	Within week (In case of difficult/complex cases requiring repeated meetings/deliberations/constitutions of committee, at the earliest)
4	Examination by concerned SPO/ branch in-charge/account functionaries (as per case)	Concerned SPO/Branch in-charge/AO/Sr. AO (A/C)	One-Two day
5	Examination at the level of HOO (as per case)	HOO	One-Two day
6	Examination and vetting by concerned account functionary (as per case)	Concerned account functionary	One-Two day
7	Granting of A/A or E/S by Director, FW	Director, FW	One-Two day
8	Issue of Order/Sanction Order	Concerned branch/Account Branch	One day
9	Preparation of bill by Account branch, DFW (as per case)	Dealing assistant	Two days
10	Passing the bill for payment to PAO	DDO	One day
11	Bill submitting to PAO for payment	Cashier	One day

- Urgent & time bound cases are processed and disposed of within stipulated time.