

### MANUAL-4

Norms set for the discharge of functions.

[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.

Illustration

Sl.No	Activities	Time frame /Norm	Remarks
1	Payment of salary	Within the 1 <sup>st</sup> week of every month	Payment of salary made in time.
2	Court cases	Dispose of within the stipulated time	
3	Pension	Provisional Pension is sanction in the same day of retirement.	
4	Transfer	Made as per Govt. rules during the beginning of educational session.	
5	Appointment & Promotion	Made within the time as per Govt. Orders.	
6	School Inspection	Made every year as least once to every school and subordinate office.	
7	Conduct of public examination and publication of result	Done at the end of the educational session.	
8	Co. Curricular activities	Made as the Block, Edn. district & Circle level every year by scheduled time.	

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