

Manual – 4
Norms set for discharge of functions

Sl.No.	Activity	Time Frame	Remarks
1.	Annual Establishment Review Report	By 30 th April each year	To Finance Department
2.	Annual return on maintenance of service books	By 10 th August each year	To Director of Treasury & Inspection
3.	Quarterly return of disposal of Pension Cases	By 30 th April 31 st July 31 st October and 31 st December	To Finance Department / P.G. & P.A. Department
4.	Annual return of ORV Act	By the end of January each year	To ST & SC Development Department