

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.

SNO	ACTIVITY	TIME FRAME/ NORM	REMARKS
1	To receive application/letter and put a diary number	Approx.5 Minutes	Open the cover, make entry in the relevant register and sort in the dak pad for different authorities.
2	Despatch/Diary a letter/ order	Approx. 5 minutes	Registered Dak including entry in messenger book/ put the diary no. on the letter/ order as the case may be.
3	Typing work	Approx. 30 pages per day	This includes typing of notesheet proposals/ orders/ letters/ record of information & data entry / etc.
4	Examination of cases by collecting relevant information/ clarification, documents/ papers in terms of rules, regulations and instructions	5-6 cases per day depending upon nature of case.	Where cases are complex, the time frame/ norm may take more time and accordingly the cases per day may be less than 5 and where the cases are of routine matter it may take less time and accordingly the cases per day may be more than 6 .
5	Make Entries in the Service Books regarding leave, increments, other service matters	Approx. 5 minutes	While leave records updated day-to-day, the entry of increments and service matters are made once in a month/ or as the case may be.

6	Make Entries in the relevant registers of LTC/ OTA/Telephone/ Conveyance/ movement/ etc	Approx. 5 minutes each	----

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.

S. No.	Activity	Time frame/Norm	Remarks
1.	Diary of letter	3 minutes per letter	
2.	Dispatch of letter	5 minutes per letter	Registered-dak including entry in messenger book
3.	Typing job	30 pages per day	
4.	Preparation of Contingent Bills and ACB (Adv. Bills)	approx. 20 minutes per bill	With relevant entries in Bill Register
5.	Long Term/Short Term Advance, LTC/HT, TA/DA, GPF/CPF Adv. & withdrawal	approx. 20 minutes/ bill	With relevant updation in Adv. register/Broad sheets etc
6.	Updation of GPF/CPF Pass books	approx. 15 minutes per person per year	
7.	Preparation of GPF/CPF ledgers	approx. 25 minutes per person per year	Entries, updation, Adv./withdrawals, calculation of interest etc.
8.	Files for sanction/adjustment, LTC/HT, TA/DA, Contingent Adv., LT/ST advances, GPF/CPF, Part-time, OTA, Scholarships etc.	approx. 20 minutes (may increase or decrease depending upon case to case)	Proposal to be moved w.r.t. relevant rules for concurrence of Competent Authority
9.	Preparation of Budget/Revised estimates of the Institute	approx. 15 days	Compilation of Budget proposals in the requisite form alongwith annexures etc.
10.	I-Tax calculation & Assessment	approx. 30 minutes per employee	Calculation of I-Tax alongwith salary income, other income, savings exemption etc. as applicable
11.	Preparation/issue of Form-16 approx. 20 minutes for one		

	Form-16		
12.	Finalisation of Quarterly I-Tax Return (salary)	3 working days	Quarterly salary statement, I-Tax statement, Form-24 alongwith entries updated in Floppy Disc
13.	Finalisation of Quarterly TDS returns (contractual)	2 working days	TDS statement, Form-26 alongwith enteries in Floppy disc
14.	Preparation of cheques & delivery	10 minutes per cheque	With relevant entries in Cheque Register & Expenditure Control Register
15.	TDS Register updation	5 minutes per entry	
16.	Preparation of monthly salary bills	7 days	With relevant entries in PBR & Computer
17.	Preparation of monthly Pension Bill	1 day	With relevant entries in Pension Register & Computer
18.	Preparation of Salary Arrear Bills	1 day (may increase or decrease from case to case)	Including Due-Drawn statement & entries in PBR
19.	Bonus/DA Arrear	Bills 1 to 2 days each	With relevant entries in PBR & preparation of Due-Drawn statement & entry in computer
20.	Disposing off correspondence received from various govt. departments	2-5 days (may increase or decrease from case to case)	Preparation of suitable reply with reference to rules, verifying facts and forwarding the case to Competent Authority for approval before issue
21.	Scrutinising Medical bills for expenditure sanction	approx. 4 hours for a proposal containing 10 bills	Scrutinising/finalising as per medical attendance & other rules
22.	Finalisation of TA/DA claim involving foreign journey	1 day	Calculation of admissible TA/DA etc. as per the provision in TA rules

23.	Scrutinising purchase, administration & project proposals	2 hours to 1 day (may increase or decrease depending upon case to case)	Depending upon the magnitude & the complexity involved in each case and with reference to set rules and regulations
24.	Scholarship/fellowship payment bills	1 day	With relevant entries in the register concern
25.	Part-time honorarium/conveyance bill	1 day	With relevant entries in the register concern
26.	Writing Cash/Bank Books	10 minutes per entry	With relevant entries in ledger
27.	Bank Reconciliation	1 day (for one account for one month)	Verifying and compiling w.r.t. Bank Statement & Cash Book Entries
28.	Fee Reconciliation with bank	4 hrs. (per month)	Reconciliation w.r.t. Fees directly deposited into bank by students
29.	Cash payments	5 minutes per payment	With requisite acquaintance in bill/register
30.	Cash Receipts	5 to 10 per minutes	Alongwith issue of receipts, counting of currency etc.
31.	Pre-conditioning of vouchers sent for payment	15 minutes to 1 hr. depending on case to case	By exercising established norms for preauditing s in govt. departments
32.	Handling Internal correspondence	1 hr. to 1 day depending	

Norms Set for the discharge of functions

Sr.No	Activity	Time Frame/ Norms	Remarks
01.	Diary of letter	3 minutes/ letter	
02.	Despatch of letter	5 minutes/ letter	
03.	Opening of Files	Same day	After receipt of indent alongwith complete information
03.	Process for Administrative approval	Next same day	
04.	Invite for Limited/Open Tender	Incase of Limited Tender 3-4 weeks Incase of Open Tender 4-6 weeks	
05.	Opening of Technical bids	In due period	
06.	Entry of EMD's in EMD Register	2-3 days	
07.	For Technical Recommendation	Same day	By Technical Committee
08.	Suitable date & time for opening of financial bids	Same day	
09.	Opening of Financial bids	Same day	By Financial Committee
10.	Preparation of Comparative Statement	One week	
11.	Purchase Committee Recommendation	1-2 weeks	
12.	Issue of Purchase Order	1-2 days for limited tender	
13.	In case of Imported Items: Issue of Purchase Order	1-2 weeks	
14.	Opening of L/C's	2-3 week	
15.	Insurance of Items	1-2 weeks	
16.	Custom Duty Payment alongwith related	1-2 weeks	

	documents		
17.	Issue of Bill of Entry to the Bank	1-2 weeks	
18.	Payment of Custom Clearance Charges	2-3 weeks	
19.	Stock entry of the items in Sub-Ledger	2-3 weeks	
20.	Stock entry of the items in Main Stock Register	1-2 weeks	
21.	Issue of Sanction order for payment (In case of Indian order)	One week	
22.	L/C's Advance adjustment	2-3 weeks	
23.	Refund of EMD	3-4 days	
24.	Refund of Bank Guarantee	One weeks	

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:

S.NO.	Activity	Time frame/Norm	Remarks
1.	Issue of Provisional Certificate to BFA/MFA students	15 minutes per student	Including entry in file
2.	Marksheets issue to BFA/MFA students	12 minutes per student	
3.	Prepare and issue of various type of certificates	15 minutes per certificate	Approx. 900 certificates prepare in a year
4.	Verification of Examination fee forms	15 minutes per student	
5.	Preparation of Confidential List of BFA and MFA for End Sem. Exam	1 times in a year approx. 20 days one time	
6.	Preparation/Issuance of Admission Tickets for End Sem. Examination for 1800 students	1 times in a year approx. 15 minutes per admission ticket	
7.	Preparation of Attendance Sheets, seating plan and other proformas for FINAL EXAM of BFA & MFA	15 working days in one time	1 times in a year

10.	Preparation of Academic Calendar	1 DAY	
11	Prepare Examination duty chart	One working day	3 times in a year
12	Preparation of Date sheet	2 working days	1 times in a year
13	. Typing work for examination	10 pages per day	
14	. Preparation of any other work related to examination	Time-to-time	
15	Verification Of the Concession D.T.C. Bus passes & BFA/MFA Students	Two minutes per Form	Routine work
16	Preparation of Transcripts (as per DU guidelines) for BFA/MFA Students	Two hours	Routine work
17	Diary of Letters BFA &MFA	Five minute per Letter	-do-
18	Dispatch of BFA &MFA	Five Minute per Letter	-do-
19	File movement BFA &MFA	Ten minute per file	-do-
20	Original Certificate given to student	Ten minute per student	-do-
21	Part time (Invited faculty bills)	30 Minutes per bill (Routine work)	Including entry in register
22	Convocation work	Collection of information before one month and	Entry of names in convocation register for all branches

		preparation of draft brochures.	
23	Preparation of Bonafide certificate	15 Minutes per students (Routine work)	
24	Inventory work	0-1times in a year	All Furniture & consumable & Non consumable items
25	Preparation of duplicate I. Card to the students	10 minutes per I. Card	Including entry in the I. Card register
26	Attestation of scholarship forms received from various departments	20 minutes per form	
27	Issue of sanction orders of Deptt. of Physical Education	25 minutes	
28	Correspondence to Delhi Univ.	Depends on the letters recd.	
29	Work related to Faculty Training Programme	Depends on the work	
30	Correspondence to AICTE Whenever orders etc. recd.	Depends on the work	
31	Work related to Meeting of Council for Academic Affairs	About two months	Once in a year
32	Work related to Audit Party	. Depends on receiving audit paras	Whenever audit visits
33	Work related to Short	About 5 days	Twice in a year

	of Attendance of students		
34	Issue of letters to the parents of the students who are short of attendance	Depends on receiving complaints from various HODs	
35	Work related to Election Executive Council/Academic Council of GGSIP Univ.	Depends on the work	Whenever DUTA Election held
36	Information related to Delhi Govt./AICTE and other departments	Depends on the information asked by the deptt.	Whenever letters recd. from deptts.
37	Work related to Recognition of Teachers	As per rules	Whenever application forms recrd. from teachers for recognition
38	Correspondence to Planning Deptt. AIT	Depends on the information asked	
39	Work related to GGSIP Univ. Welcome fund	Depends on receiving of letters from Delhi Univ.	
40	Work related in connection with C S I Chapter	As and when letter recd.	
41	Correspondence to Institutions	As and when letters recd. from different Institutions	
42	Work related to change in the title of departments	As and when letters recrd.	

43	Conducting of out-side examinations	As and when letters recd. from various deptt. to conduct exam.	
44	Preparation of Provisional marksheet to the students	10 minutes per Prov. Marksheet	Per day
45	Issue of Scholarship certificate to the students	10 minutes per cerificate	Per day
46	Work related to BFA Admission	Depend on schedule approx 20th days	Once in a year
47	Work related to M.Tech Admission	Depend on schedule approx 30th days	Once in a year
48	Preparation of Admission slip, Verification slip	5 minutes per slip	Once in a year
49	Preparation of roll list of M.Tech. Full Time/P.T/Ph.D students	Half an hour	Once in a year
40	M.Tech Scholarship	Half an hour	Twice in a year
41	Receiving awards list (BFA, & M.Tech transmission to FOT	Four months (continous)	Twice in a year
42	Receiving Examiners bills of BFA& M.Tech. transmission to GGSIPU	2 minutes per entry	Twice in a year
43			

Norms set for the discharge of functions

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

Illustration

S. No	. Activity	Time Frame	/ Norm Remarks
01	Typing Job	15 pages per day Along with different Entries in the Register (s),	Stock Register, Moment Register, Dispatch Register, Sanction Register and Voucher Register etc.
02	Different games like Arm Wrestling Basketball, Cricket, Chess, Carom, Football, Lawn Tennis, Power Lifting, Table Tennis Volley ball	Through out the academic year	Games are organized to motivate student for mass and maximum participation
2	Delhi University Intercollegiate Tournament	3-4 Months	Regular feature of Delhi university sports calendar
3	Invitational / Professional Intercollegiate Tournament	4-5 days	As per the Invitation
4	Annual Sports and Athletic Meet And prize distribution ceremony	2 days	Regular feature of college curriculum
5	Gymnasium activity	Through out the academic year	To motivate students for health and Physical fitness

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.

Daily Work

SNO	ACTIVITY	TIME FRAME NORM	REMARKS
1	To receive application/letter and put a diary number	1 Approx. 3 Minutes	Open the cover, make entry in the relevant register and sort in the dak pad for different authorities.
2	Dispatch/Diary a letter/ order Approx.	5 minutes	Registered Dak including entry in

			messenger book/ put the diary no. on the letter/ order as the case may be.
3	Typing work	Approx. 15 pages per day	This includes typing of note sheet proposals/ orders/ letters/ record of information & data entry / etc.
	SCP/CEP		
1	<p>Make a proposal for short duration courses time to time under SCP like Computer literacy & English Speaking, Computer Hardware, Personality Development</p> <p>Make a proposal short duration courses time to time under CEP like Computer literacy & English Speaking, Computer Hardware, MS-Office for college staff, C & C++, Faculty Orientation Program</p>	Approx. 5 page per day	This includes typing of note sheet proposals/ orders/ letters/ record of information & data entry / etc.
3.	To forward the proposal to the concerned officer of the branch/section	Approx. 5 minutes	
4	Submission of application/ representation / letters by the dealing assistant in the concerned file to the Dealing Assistant	Approx. 5 minutes each ----	
5.	If the request is in order and does not involve any financial implications, the same is submitted to the Principal, AIT for approval/orders	Approx. One day ---	
6	. If the request involves financial implications, the proposal is sent to A/cs branch for examination/ advice/vetting.	Approx. one day ---	
7.	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the Administrative Officer, AIT for seeking approval/orders of the Principal, AIT.	Approx. one day	
8	. The file is then down-marked to the	Approx. one day	---

	AO who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.		
9.	The file is then down-marked to the AO who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Approx. one day	---
10	In accordance with the orders of the Principal, COA advertisement for Course in New Paper	Approx. one day ---	---
11	. Registration for Student	Approx. one day -	'--
12	. Received the request from students and then short list by marks. List prepared for students who has short listed	Approx. 5 days	
13	Prepared the Scheduled/time table for course and display the list of students	Approx. 1 day --	
14	. Last day of course make arrangement for test paper and after the paper declared the result	Same day ---	
15	Distribution of certificate	. Same day ---	
16	. Reply all the queries from ministry related to SCP/CEP/IRD	Same day ---	
17	Reply all the audit questions related to SCP/CEP/IRD	Same day ---	
C	Sponsored Projects like AICTE/DST/DRDO To receive proposal from PI and put a into diary	. One day	
1			
2.	To forward the proposal to the concerned department like AICTE/DST/DRDO	Approx. 5 minutes	
3	Any objection from AICTE/DRDO/DST Reply by Dean IRD	. One day ---	
4	. If the proposal sanctioned then make a file for other work through PI	5 day ---	
5	If the project period are expired than make a request to extend the project period through Dean IRD		
D	. Repair & Maintenance For computer and allied item To receive request/letter and put a diary number	Same day	
1.			

2	Marking of the Application/ letter by the concerned officer to the dealing assistant	Same day` ---	
3	. Submission of application/ representation / letters by the dealing assistant in the concerned file to the Dealing Assistant	Same day	
4	. If the request involves financial implications, the proposal is sent to Principal for examination and approval.	Same day ---	
5.	The A/cs branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vetts the proposal in terms of financial implications/ budget provisions and the same is submitted to the Administarive Officer, AIT for seeking approval/orders of the Principal, AIT.	Second day ---	
6	The file is then down-marked to the Registrar who down marks the file to Dean IRD. Dean IRD down marks the file to the dealing assistant.	Same day	
7	. In accordance with the orders of the Principa, AIT, necessary draft orders/ replies are prepared for issuance.	Same day ---	
8	The orders/ replies are issued to the concerned person/ authority	Same day ---	

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.

SNO	ACTIVITY	TIME FRAME/ NORM	REMARKS
A. 1	Daily Work To receive application/letter and put a diary number	1 Approx. 3 Minutes	Open the cover, make entry in the relevant register and sort in the dak pad for different authorities.
2	Dispatch/Diary a letter/ order	Approx. 5 minutes	Registered Dak including entry in messenger book/ put the diary no. on the letter/ order as the case may be.
3	Typing work	Approx. 15 pages per day	This includes typing of note sheet proposals/ orders/ letters/ record of information & data entry / etc.

