

Manual – 4
NORMS SET FOR DISCHARGE OF FUNCTIONS
[Section 4(1) (b) (iv)]

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