

I. Dev. HQ

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 “DDC, Competent Illustration:

Illustration

Sr. No.	Activity	Time frame/Norm	Remarks

Norms set for the discharge of functions are not applicable as proposals /issues of licenses etc. are dealt at the level of units and required information is available in their respective manuals.

II. Animal Husbandary Unit

Manual 4

Norms set for the discharge of functions

The department provides physical services in the form of treatment of animals . The time taken depends upon the type of the animals and the disease it is suffering from. Hence, no time frame / norms can be fixed.

III. P.D.R.D.

MANUAL IV

Norms set for the discharge of functions

The department implements schemes for IDRV and Mini Master Plan. The Delhi Rural Development Board recommends the schemes placed before it. On issue of sanction the Irrigation & Flood Control Department implements and executes the schemes. The Irrigation & Flood Control Department has to implement the same within 3 months from its sanction.

IV. **AGRICULTURE UNIT**

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:

S.No.	Activity	Time Frame/Norm	Remarks
1	Diary of letter	5 minute per letter	Registered dak including entry in messenger book
2	Dispatch of letter	5 minute per letter	
3	Issue of manufacturing certificate of fertilizers	within 7-10 days	
4.	Issue of sale licence of fertilizers and seeds	within 7-10 days	

5.	Seed certification	As per specified procedure	
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The department provides specialized services in the form of advice and problem solving solutions and follow-up. The time taken depends upon the kind of problem/advice. Hence, no time frame/norms can be fixed.

V. HORTICULTURE UNIT

MANUAL – 4

NORMS SAT FOR THE DISCHARGE OF FUNCTIONS

The unit provide the good quality inputs and technical know-how to the farmers. And time taken depend upon the problem and purchase of the quantity etc. Hence no time frame / norms can be fixed.

VI. ASSTT. SOIL CHEMIST

Manual 4

Norms set for the discharge of Functions

The Deptt. Provides the physical services in the form of testing of soil and water samples for Agriculture purpose and provide the testing recommendation report with in 4 days and laying out of D. Plots in Block level is undertaken as soon as possible with time frame.

VII. PLANT PROTECTION UNIT

Manual - 4

Norms set for the discharge of functions

There is no time frame for providing technical services to the visitors as it is being given on sport. However, in case of licence time schedule has already prescribed to issue with 15 days.

VIII. D.S.P.C.A.

Manual 4

Norms set for the discharge of functions

The Society provides physical services in the form of treatment of animals .
The time taken depends upon the type of the animals and the disease it is suffering from. Hence, no time frame / norms can be fixed.