

Manual - 4

The norms set by it for the discharge of its functions Fixation of time for disposal of various cases (Establishment matters)

S.No	Items	Maximum No. of working Days/ month for disposal
1	Appointment on direct recruitment	3-4 month
2	Appointment on deputation	3-4 month
3	Offer of appointment	7 days
4	Amendment of Recruitment Rules	3-4 months
5	Confirmation of Group 'A' posts	30 days
6	Grant of ACP	15 days
7	Vacancy circulation	10 days
8	Promotion (Adhoc/Regular)	15 days
9	Pay fixation and appointment/promotion	10 days
10	Transfer to Foreign Service/ deputation in the Case of Group 'A' Officers	30 days
11	Grant of leave to Group 'A' Officer	2 days
12	Estimate & Intimation of vacancies in Respective cadres	7 days
13	Delegation of powers to Subordinate Officers	10 days
14	Forwarding of applications	10 days
15	Furnishing of information to other Administrative Sections- AC, Budget, Vigilance, IWSU etc.	15 days
16	Medical reimbursement cases	3 months
17	Administrative approval/Expenditure sanction in respect of plan schemes	2 months
18	Audit Paras	15 days
19	Returns (each case)	1 week
20	VIP references	5 days
21	General complaints/representations	7 days
22	Court cases	15days

Entrance Examination

S.No	Items	Tentative Day/ Week/ Month of process
1	Online submission of application forms	Second week of March
2	Last date for submission of online applications	First week of May
3	Last date for receipt of downloaded print outs of duly filled & signed application forms at NSI Kanpur	Third week of May.
4	Sale of application form (Offline) and syllabus against cash payment	Second week of March to First week of May.
5	Last date for receipt of Money order at NSI Kanpur for sale of application form and syllabus	First week of April

6	Last date for receipt of duly filled offline application form by hand or by post at NSI Kanpur	First week of May
7	Downloading of Admit Cards from website by applicants	Last week of May
8	Admission Test for ANSI (ST), ANSI (SE), DIFAT, SBCC, CCQC	Second week of June
9	Announcement of result for Admission Test	After two weeks of entrance examination

Sale of Sugar Standards

S.No	Item	Tentative month of sale
1	Issue of Sugar Standards from BSS, NSI Kanpur	First week of October