## **CHAPTER 15**

## NORMS FOR THE DISCHARGE OF FUNCTIONS

Norms set by the Institute for the Discharge of its Functions

The procedure/instructions contained in the Manual of Office Procedure issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions and Ministry of Tourism, Govt. of India for timely disposal of receipts/cases are being followed by the Institute.