

Manual 4
Norms set for the discharge of functions
[Section 4(1)(b)(iv)]

S. No.	Activity	Time frame/norm	Remarks
01	A. Proposal/ Estimate	30 days	A check list has been circulated to the departments for speedy disposal of cases in Finance
	B. Tenders	15 days	- do-
	C. Deviations	15 days	- do-
	D. Service matters	15 days	- do-
02	A. Preparation of Budget Estimate and Revised Estimate	As per NDMC Budget Regulation 2010 Budget is to be presented on or before 15 th day of January, every year.	Proposal for RE & BE are invited by 15 th August every year and after compilation placed before the Council for its adoption on or before 15 th January of every year.
	B. Estimate Committee Reports, Delhi Finance Commission Reports meeting in Delhi Govt. ,DDC meeting Compilation	Time schedule as given by different authorities	
	C. Annual Plan of Delhi Govt.	As per Delhi Govt. Schedule	MPR is based on the report furnished by other divisions/depts. of NDMC and sent to Delhi Govt. in prescribed format.
	D. MPR of Plan works, 20 Point Programme, MLA fund, Special Component Plan	by 10 th of following months	
03	Internal Audit Branch		
	A. Preparation of Annual Audit Programme	01 month	
	B. Extension of approved programme	20 days	
	C. Preparation and submission of Audit reports	15 days	
	D. Scrutiny of replies to Audit Para	13 days	
	E. Scrutiny of pay fixation cases including other	10 days	

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	service related matters		
F.	Fortnightly and monthly progress report	05 days	