

## CHAPTER – 15 (MANUAL 14)

15. Norms set by it for the discharge of its functions.

15.1 Please provide the details of the norms/standards set by the department for execution of various activities/programme.

Improvement norms/standards are:

- Works/operation calendar
- Weekly/fortnightly/monthly/quarterly monitoring mechanism,
- Monthly/Quarterly Reporting System,
- Weekly/Fortnightly works-diary,
- Target-setting-system,
- Fortnightly/Monthly review meetings.

The above norms/standard have been set for the purpose of, timely reporting, timely accounting, timely completion of service delivery, timely intervention and quality-work control system.