

'Annexure-B'

Sr. No	Key Activities of General Section	Standard Time Limit (In Days)
1.	Processing of Tender on Gem/CPP/Open tenders	90
2.	Replies of RTI, Grievances & Complaints	15
3.	Bills(Water Electricity Telephone , PTI bills, Speed Post, Washing & Cleaning, Book Agency, Florist, Lock & Key Maker, Central News Agency)	03
4.	Bills (Stamp & Banner Supplier, Printer, Photographer, CSIR Cafeteria, India Habitat Center , India International Center)	05
5.	Bills (Internet lease Line providing Companies, Chartered Accountant Firms)	7-10
6.	Bills (Manpower supplier, Security Agencies , Transporter, Air Ticket)	10-15
7.	Payment of Property Tax to NDMC	07
8.	Payment of Newspaper and telephone reimbursement	03