

UNDER SECTION 4 (1) (b) (iv) OF RTI ACT

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

<i>S.No.</i>	<i>Functions/ Service</i>	<i>Norms/ Standards of Performance Set</i>	<i>Time Frame</i>	<i>Reference Document prescribing the norms (Citizen's Charter, Service Charter etc)</i>
1.	Preparation of Estimates, Floating tenders, finalization of tenders as per the organization manuals and carryout the works to keep the machines running	Standard procedure prescribed by the A.P. Government and adopted by P.S.U.s.	As prescribed by the Government of A.P. Manuals.	