

MANUAL -IV

NORMS/TIME LIMIT [in respect of Storage and Inspection (S&I) section]

Sl. No.	Type of Cases	Time Limit
1.	Monthly report from IGMRI, Hapur and its field stations Hyderabad and Ludhiana-	7days
2.	Monthly appraisal report from Food Corporation of India	7 days
3.	Purchase proposals from IGMRI, Hapur and FS, Hyderabad and Ludhiana- issue of Financial sanctions.	15 days
4.	Various Research studies from FCI, ICAR and IGMRI	7 days
5.	Bureau of Indian Standard (BIS) meeting and related issues	7 days
6.	Technical Instructions, Advisory Notes, projects, Research Study on quality storage of foodgrains and related subjects.	7-15 days
7.	Issue of instructions for procurement of Rabi Cereals (Wheat, Barley etc.) and Kharif Cereals, Specification and Classifications- matter - regarding.	1-3 days
8.	Insecticides, New Devices of Rodent control etc. matter-related to	7 days
9.	Monitoring of the quality of imported wheat/other Cereals	3 days
10.	Court Cases related to quality and procurement of the Cereals	21 days
11.	Research and Development project of IGMRI and related projects	15 days-3 years
12.	Various reports and returns	by the due date prescribed
13.	Coordination within Finance Division	5 days
14.	Outgoing returns/reports each case	1 days
15.	Audit objections and Audit paras of S&I section and IGMRI and field stations	15 days
16.	Parliaments Questions related to quality and procurement of Cereals	by the due date prescribed
17.	RTI/Matters of foodgrains received from different sources	30 days
18.	Training Courses -LTTC/STTC/one week	7 days
19.	Budget Matter- related to IGMRI, Hapur and field station	15 days
20.	Any other function assigned from time to time	5 days