

Publication of information regarding items specified in Rule 4(1)(b)(iv) of the right to information Act, 2005

(The norms set for the discharge of its functions)

Name of the Department/Board/Co poration/Institution/Office:Pb.Ayurvedic Department.

Sr.No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Accounts branch	All the work is completed within 7 days and urgent work is completed in 2-3 days. Budget and accounts preparation of the bills, budget estimate, medical reimbursement, maintenance of GPF & GIS accounts and internal audit of sub offices pursue of audit objections till their settlement.
2.	A.D.O.	To supervision of the establishment and ministerial staff.
3.	Establishment/Planning br inch	All service matter of Ayu.Medical Officer, planning of department and court cases.
4.	General/Drug branch	Hiring of new buildings including of renewal of rent of already hired buildings with opening and shiting dispensaries to issue drug manufacturing licenses and co-ordination work etc.