

Chapter IV Section 4 (1) (b) (iv)

Norms set by it for the discharge of its functions.

Sr.No.	Activity	Norms
1	LAQ	Most Urgent
2	Audit Query	Within prescribed time
3	RTI	Within prescribed time
4	Govt. Correspondence	On urgent basis
5	Issue of offer of shops	As per the TPC Meeting decision
6	Payment of Security Deposit	Within 15days
7	Handing over shop	On payment of Security Deposit
8	Issue of NOC	On payment of Security Deposit
9	Allotment letter of shop	On payment of Security Deposit
10	Agreement of Leave & License	On payment of Security Deposit
11	Renewal of Leave & License	60days before expiry of Leave & License Agreement
12	Failure to pay monthly Rent	After receipt of Outstanding dues from Accounts section, notice is issued to pay the outstanding dues failing which notice for Termination
13	Failure to sign Leave & License Agreement	Notice issued by giving 07days time to sign the Leave & License Agreement failing which notice for Termination
14	Failure to renew Leave & License Agreement	Notice issued by giving 07days time to renew the Leave & License Agreement failing which notice for Termination
15	Hall Bookings	Immediately on request received from the party
16	Refund of Security Deposit towards of Hall bookings	Immediately on request received from the party

17	Cancellation of Hall bookings	Immediately on request received from the party
18	Postponement of Hall bookings	Immediately on request received from the party

Sr.No.	Chapter	Section of the Act	Title	Information along with size (MB/GB)
01	Chapter-IV	Section 4(1)(b)(iv)	Norms set by it for the discharge of its functions	<p>All matters shall be processed in a timely and efficient manner, ensuring adherence to legality, approval process, technical & financial viability.</p> <p>Decisions shall be taken in accordance with applicable rules, regulations, policies, and instructions issued by the competent authority from time to time.</p> <p>Proper records of all transactions, correspondence, and decisions shall be maintained systematically for accountability and future reference. The duty if any shall be viewed by competent authority, as such no undue time limit is prescribed.</p>