

## **PROCESS AND PRODUCT DEVELOPMENT CENTRE, AGRA**

### **NORMS FOR THE DISCHARGE OF FUNCTIONS**

**(Under Section 4(1) (b) (iv) of Right to Information Act 2005)**

In the Policy Manual of PPDC, Agra the norms for discharge of functions that have to be followed are prescribed. Important norms are as under.

- (i) The working hours of the institute are 9:30 AM to 5:30 PM.
- (ii) The institute remains closed on all Sundays and other declared holidays.
- (iii) All the employees are expected to be in his/her seat and to start work in time unless he/she has previously obtained permission for late attendance.
- (iv) All the employees have to register their attendance through biometric machine installed at the entrance both for incoming and outgoing.
- (v) Strict measures are to be taken by the Administrative Authority for enforcement of punctuality.
- (vi) 30 minutes lunch break must be strictly observed.
- (vii) A list of addresses of all the employees is maintained by the Administration.
- (viii) Every employee is responsible for the work assigned to him/her and official papers & articles belonging to the Office which are entrusted for official purpose.
- (ix) Employees are expected to exercise the same vigilance in reduction of expenditure as his/her own money.
- (x) Employees should render prompt and courteous service to the public.
- (xi) Employees are to maintain absolute integrity at all times.
- (xii) Employees should act in accordance with the Society and Government Rules & Regulation and Policies.