

CHAPTER IV

THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	All enquiries	Generally, all enquiries are to be completed as far as possible within a period of 4 weeks. However, depending upon the nature of the enquiry this period may be extended as per requirements.
2.	All departmental enquiries	Within 3 months extendable to 6 months.
3.	Investigation of cases registered under IPC	Investigation must be completed within minimum reasonable time. In a case where the accused has been arrested and is in judicial custody, the investigation has to be completed within a period of 60 or 90 days from the date of arrest of the accused depending upon the nature of crime and is to be sent to court within such time period, failing which the accused shall be entitled for release on bail.
4.	Passport verifications	Verification by Police Station – within 4 weeks from receipt of application. Antecedents check by Intelligence Wing – within 4 weeks
5.	Enquiries or investigations ordered by the Hon'ble courts.	As per time limit fixed by the courts.
6.	Others- Permission for processions, Use of loudspeaker, Service verifications, Verification for arms license, Application for extension of visa, Verification of convict for parole Misc requests.	Necessary decision to be taken and conveyed to appropriate quarters
7.	Verification of servants/ tenants	within State- 4 weeks Outside State- 8 weeks.