

### **Time limit for taking decisions, if any**

Time limit may be depending on the complexity of technical matters. For administrative matters, time limits prescribed as per the Guidelines/instructions issued by Government of India from time to time is applicable.

If a representation is received from the public, the response will be given as early as possible. If a decision could not be given within the stipulated period, an interim reply as and when applicable informing the status of his representation will be sent to the representationist immediately.

Time limits prescribed is different for various purposes. For recruitment purposes the last date for submitting the application will be stipulated in the notification itself. Similarly for submitting the bid for procurement of various materials and availing various services, the last date will be mentioned in the tender notice. The time limit for submission of final bill against procurement will also be mentioned in the purchase order.