

NATIONAL HORTICULTURE BOARD

Proactive Disclosure under Section 4 of RTI Act, 2005

- 4. The norms set by it for the discharge of its functions.**

4. Norms for discharge of functions

As per Rules and Regulations of the Board, the Managing Director being Principal Executive Officer prescribes duties for all officers and staff and exercise such supervision and disciplinary control may be necessary for discharge of functions at every level

Following norms are followed for discharge of functions:-

1.	Grant of Clearance (GoC)	Within 19 working days from date of receipt of application.
2.	Sanction of Subsidy	Within 45 days from the date of receipt of Joint Inspection Report
3.	Reply of Query	Within 19 days
4.	Representation on Personnel Matters	Within 15 days.
5.	Enquiries to be completed	Within 3 months
6.	Sanction of TA/DA, Medical bills etc.	Within 30 days
7.	Payment of terminal Benefits	Within 3 months