

# Chapter – 15 (Manual-14)

## ***Norms set by it for the discharge of its functions***

Sl. No.	Activity	Level of Action		Time frame
1	Receipt of data and put-up in file	By Dealing Assistant		2-days
2	Data check	Assistant Director	Small structures	- 1 week
			Big structures	- 1 week
			Complex structures	- 1 week
3	Design	AD/DD/Directors/CE	Small structures	- 2-3 weeks
			Big structures	- 4-6 weeks
			Complex structures	- 8 weeks
4	Design Check	AD/DD	Small structures	- 1 week
			Big structures	- 2 weeks
			Complex structures	- 3 weeks
5	Drawing	Drawing/Computer Branch.	Small structures	- 2-3 weeks
			Big structures	- 4 weeks
			Complex structures	- 4 weeks
6	Checking of Drawing.	AD/DD.	Small structures	- 1-2 weeks
			Big structures	- 1-2 weeks
			Complex structures	- 1-2 weeks
7	Approval	AD/DD/Directors/CE		1 week
8	Tracing	Drawing/Computer Branch		3 days
9	Tracing Check	AD/DD.		1 day
10	Approval	AD/DD/Directors/CE		1 day
11	Blue print	Drawing Branch		1 day
12	Issue	DD/Dealing Assistant		1 day