

CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR.

NORMS FOR THE DISCHARGE OF FUNCTIONS

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

The norms for discharge of functions that have to be followed are prescribed in the personnel policy (Manual) of CTTC, Bhubaneswar.

Important norms are as follows:

- I.** The Training Deptt. and Production Deptt. are running in shift basis and the Administrative Office in General Shift.
- II.** The working hours of the Administrative Office is 9A.M. to 5.30P.M.
- III.** The working hours for shift are: A shift- 6A.M. to 2.30P.M., B shift- 2P..M. to 10.30P.M. and C shift - 10P.M. to 6.30P.M.
- IV.** The Administrative Office remains closed on all Sundays and other declared holidays. Officers and staff of Training and Production Deptt. follow staggered weekly off.
- V.** All the employees are expected to be in his/her seat and to start work in time unless he/she has previously obtained such permission for late attendance.
- VI.** All employees have to register their attendance through the Time punching machine installed at the Entrance both for incoming and outgoing.
- VII.** Strict measures should be taken by the Administrative authorities for enforcement of punctuality.
- VIII.** 30 Minutes lunch break are must be scrupulously dealt
- IX.** A list of addresses of all the employees is maintained in the Administrative Section.
- X.** Each employee is responsible for the work assigned to him/her.
- XI.** Each employee is responsible for all official papers and articles belonging to the office which are entrusted to him/her for official purpose.
- XII.** employee is expected to exercise the same vigilance in reduction of expenditure as his/her own money.
- XIII.** The authority concerned will have to get public interest uppermost in its money while making a procurement decision.
- XIV.** Each employee should maintain absolute integrity at all times.

- XV.** Each employee should render prompt and courteous service to the public.
- XVI.** Each employee should maintain absolute integrity at all times.
- XVII.** Each employee should act in accordance with the Society and Government Rules, Regulations and Policies.

**THE RULES, REGULATIONS, INSTRUCTION ETC. HELD BY CTTC OR
UNDER ITS CONTROL USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS**

(Under Section 4(1)(b)(v) of right to Information Act 2005).

The Rules, Regulations and other records held by CTTC, Bhubaneswar are as under :

- i)** Memorandum of Association and Rules & Regulations of the Society.
- ii)** Personnel Policy Manual.
- iii)** Recruitment Rules 1993
- iv)** Revised Recruitment Rules 2001

In addition CTTC, Bhubaneswar follows Rules, Regulations, instructions and orders etc. issued by office of Chairman, CTTC, Bhubaneswar, Ministry of MSME and other Ministries of Govt. of India as applicable to CTTC.