

## **The norms set by it for the discharge of its functions**

### **Para 2.3.1 of CAM**

1. Bills should be passed for payment and cheques issued within seven working days of their receipt. Efforts should be made for passing the bills within a shorter interval and bills indicated as 'Immediate' by a D.D.O. should be attended to urgently and cheques issued on the same or the next day.
2. D.D.O. should submit the Pension Cases 6 months before the date of retirement and Pension Payment Order is to be issued by concerned PAO 4 weeks before retirement. Retirement benefits are to be paid on the last day of the month in which he/she retires.
3. L.O.C. to be issued on quarterly basis.