

TOOL ROOM & TRAINING CENTRE, GUWAHATI

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 Model Standing Order of TRTC, Guwahati. Important norms are as follows:

- i) The Training Deptt., the Production Deptt. and the Administrative Office of TRTC, Guwahati are running in General Shift.
- ii) The working hours of TRTC, Guwahati is 9.00 A.M. to 5.30 P.M.
- iii) The Administrative Office remains closed on all Sundays and other declared holidays. Officers and staff of Training and Production Department follow staggered weekly of.
- iv) 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.
- v) All employees have to register their attendance through the time punching machine installed at the Entrance both for incoming and outgoing.
- vi) Strict measures should be taken by the Administrative authorities for enforcement of punctuality.
- vii) 30 Minutes lunch break are must be scrupulously dealt.
- viii) A list of addresses of all the employees is maintained in the Administrative Section.

- ix) Each employee is responsible for the work assigned to him/her.
- x) Each employee is responsible for all official papers and articles belonging to the office which are entrusted to him/her for official purpose.
- xi) Each employee is expected to exercise the same vigilance in reduction of expenditure as his/her own money.
- xii) No authority would exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its advantage.
- xiii) The authority concerned will have to get public interest uppermost in its mind while making a procurement decision.
- xiv) Each employee should maintain absolute integrity at all times.
- xv) Each employee should maintain absolute devotion to duty at all times.
- xvi) Each employee should render prompt and courteous service to the public.
- xvii) Each employee should maintain absolute integrity at all times.
- xviii) Each employee should act in accordance with the Society and Government Rules, Regulations and Policies.