

#### **1.4 Norms for discharge of functions [Section 4(1) (b) (iv)]**

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The norms set up for the discharge of duties is as under:

SN	Item of work	Norms set by the department (Number of days taken for decision making )
1.	Inspection of sealed samples received at Regional Offices from Customs.	Report to be given within 2 working days.
2.	Departmental enquiries.	Complete the DE within 3 months extendable to 6 months.
3.	Filing complaints under Section 55 of Wild Life Protection Act, 1972, in cases detected by WCCB.	Within 60 days of the apprehension of the accused.
4.	Matters related to public representatives.	Within 15 days after receipt of correspondence.