

MANUAL-4
Norms for Discharge of Functions
[Section-4(1) (b) (iv)]

Sl. No.	Activity	Time Frame / Norm	Remarks
1	2	3	4
1.	Convening of meeting of Board of Trustees , OUIDF	Seven days for normal meeting and for urgent meeting, one to two days.	Responsibility lies with Secretariat, OUIDF under leadership of Administrative Officer and Secretary, OUIDF to convene and organize the meeting.
2.	Review meeting of functioning of Secretariat, OUIDF.	Two days time.	Responsibility lies with Administrative Officer to convene and organize the meeting under advice of Secretary, OUIDF.
3.	Examination of list of Infrastructure Projects submitted by Municipal Authorities/ Municipal Corporation Authorities.	Fifteen days time.	Financial Advisor, Sr. Project Manager and Administrative Officer of OUIDF usually examine the list of Infrastructure Projects for its viability and sustainability from the stand point of charter of OUIDF.
4.	Supervision of the OUIDF Secretariat as well as OUIDF Fund.	As and when decided by the Board of Trustees, OUIDF.	Board of Trustees, OUIDF is the Supervisory Authority of OUIDF and approve sanction and disbursement from OUIDF fund based on recommendation by the Project Development Agency.
5.	Project Development, preparation of Detailed Project Report (DPR) and relationship efforts at ULB levels, recommendation for release of Loan fund/ Grant fund in such a manner so as to reach a workable asset- liability – match for the OUIDF.	Two months to six months.	Project Development Agency (PDA) and duly supervised by Sr. Project Manager, OUIDF.
6.	Preparation of Annual Report of OUIDF for each financial year.	One month time.	Joint responsibility of Financial Advisor, Sr. Project Manager and Administrative Officer of OUIDF.
7.	Approval of Annual Report of OUIDF for each financial year.	One day i.e. day of meeting of Board of Trustees of OUIDF.	Board of Trustees of OUIDF.
8.	Preparation of other statutory documents such as Website of OUIDF, RTI Manual of OUIDF, Procedures for examination of subject matters, Filing of the same and submission of the file to the appropriate/ competent authority of OUIDF.	Four months in case of Development of Website and RTI Manual of OUIDF. Three days in case of examination subject matters in a file and its processing.	Joint responsibility of Financial Advisor and Administrative Officer of OUIDF. Individual responsibility of Financial Advisor, Sr. Project Manager and Administrative Officer of OUIDF depending upon category of subject matter.