

**INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS, MUMBAI**  
**(A GOVERNMENT OF INDIA SOCIETY)**  
**MSME- TDC**

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**NORMS FOR THE DISCHARGE OF THE 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 MSME-TDC (IDEMI), MUMBAI-22.

Important norms are as follows:

The Training Deptt. and Production Deptt. are running in shift basis and the Administrative Office in General Shift.

The working hours of the Administrative Office is 9 a.m. to 5.30 p.m.

The working hours for shift are: 1st shift- 6.50 a.m. to 2.50 p.m. , 2nd shift- 2.50 p.m. to 10.50 p.m. and 3rd shift – 10.50 p.m. to 6. 50 a.m.

The Administrative Office remain closed on all Sundays and other declared holidays. Officers and staff of Training and Production Deptt. follow staggered weekly off.

- i) 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.
- ii) All employees have to register their attendance through the Time punching machine installed at the Entrance both for incoming and outgoing.
- iii) Strict measures should be taken by the Administrative authorities for enforcement of punctuality.
- iv) 30 Minutes lunch break are must be scrupulously dealt.
- v) A list of addresses of all the employees is maintained in the Administrative Section.
- vi) Each employee is responsible for the work assigned to him/her.
- vii) Each employee is responsible for all official papers and articles belonging to the office which are entrusted to him/her for official purpose.
- viii) Each employee is expected to exercise the same vigilance in reduction of expenditure as his/her own money.
- ix) No authority would exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its advantage.
- x) The authority concerned will have to get public interest uppermost in its money while making a procurement decision.
- xi) Each employee should maintain absolute integrity at all times.

- xii) Each employee should maintain absolute devotion to duty at all times.
- xiii) Each employee should render prompt and courteous service to the public.
- xiv) Each employee should maintain absolute integrity at all times.
- xv) Each employee should act in accordance with the Society and Government Rules, Regulations and Policies.