

CITIZEN CHARTER

<i>Sl. No.</i>	<i>Services/Works being provided</i>	<i>Documents required</i>	<i>Officer(S) responsible for disposal of the services</i>	<i>Time frame for disposal</i>	<i>Appellate Officer</i>
1	2	3	4	5	6
1.	Preparation of Annual Plan	Proposed and approved in the gram Sabha for economic development and social justice of the district through District Planning Committee	Chief Planning Officer	45 days from the District Planning Committee	Chief Executive Officer
2.	Administrative approval and expenditure sanction of various estimates	Work proposed in Annual Plan and passed in Gram Sabha and based on priority , subject to availability of fund	Chief Planning Officer, Chief Account Officer, Executive Engineer	30 days if documents are found in order 03 days, incomplete proposal may be returned	Chief Executive Officer
3.	Preparation of estimates	Work proposed in Annual Plan and passed in Gram Sabha and based on priority and work passed by work and development committee	Executive Engineer	30 days subject to availability of fund	Chief Executive Officer
4.	Payment of bills (Works & Goods)	Bill in complete shape	Executive Engineer	10 days subject to availability of fund	Chief Executive Officer
5.	Release of EMD of unsuccessful bidders		Executive Engineer	Within 07 working days of opening of tender (based on terms & conditions agreed upon)	Chief Executive Officer
6.	Performance Guarantee		Executive Engineer	Within 07 days of the completion of work and recording of completion certificate	Chief Executive Officer
7.	Security Deposit		Executive Engineer	Within 07 days subject to condition of agreement	Chief Executive Officer
8.	Public Grievance		Executive Engineer		Chief Executive

					Officer
9.	RTI		(PIO) Executive Engineer AD(Admn) (APIO) Assistant Engineer, Port Blair Sub- Division	Within 30 days	

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Assistant Director (Admn)

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