

***Nature of functions/ services offered, Norms/ standards for functions/ service delivery, Process by which these services can be accessed, Time-limit for achieving the targets***

The nature of functions of the centre and norms/standards for functions/service delivery are as per the Ministry Guidelines. These services can be accessed from the centre's website. The time-limit for achieving the targets is different for scientific and administrative work. Every staff of the Institute is governed by the rules framed/adopted by the Central Govt. Staff Rules (CCA). For lapses in discharge of their duties, the employees are liable for disciplinary action. At present the Centre has adopted Civil Services discipline and conduct rules for its employees. Annual Performance Reports are also maintained which play very important role in career building of the employees.