

**ITEM NO. 4: The norms set by it for the discharge of its functions, employment of labourers etc.**

With regard to research activities and its development, the following meetings viz. RAC, RC, RCC , Extension Officers Review Meeting are held every year and decision taken thereof are implemented for discharge of its function. Similarly, administration work are taken up on the basis of Central Govt. rules and regulations besides Central Silk Board and Ministry's Circular are also followed. Regarding purchase of various articles, major and minor civil and other works as and when necessity arises are processed through limited tender, open tender as applicable according to Central Silk Board norms as well as General Financial Rules. A Purchase Review Committee of three members are looking after and evaluating the process. In addition whatever norms are there i.e. Labour norms, discharge of various functions, norms for employment are set by Central Silk Board