

## The norms set for the discharge of its functions

<b>DIVISION</b>	<b>FUNCTION</b>	<b>NORMS Set for discharge of function</b>
Single Window	First point contact for new entrepreneurs	As per the Orissa Industries Facilitation Act,2004 and Orissa Industries Facilitation Rules, 2005 and Office Order on CAF processing.
	Receipt of Combined Application Form (CAF)	
	Statutory Clearances for new proposals	
	After care	
	Project Management and Information System	
IPA	Process interaction of IPA	No specific norm. Actions taken as and when necessary with approval of the Managing Director / Chairman and the Board of Directors depending on expenditure involved.
	IPA Planning & budgeting	
	Investor research	
	Promotional activities <ul style="list-style-type: none"> <li>• Direct mailing</li> <li>• Event management</li> <li>• Image building <ul style="list-style-type: none"> <li>○ Development of promotional kit</li> <li>○ Website management(teamorissa.org)</li> </ul> </li> </ul>	
	• Training of Human Resource	
	Internal/ External communication matrix	
	Front office management	
Investment Management	Restructuring of loans	Records are maintained and notices are sent to borrowers on half yearly basis. Annual summary note is prepared and placed before management for information.
	Recovery <ul style="list-style-type: none"> <li>• Normal</li> <li>• OTS</li> <li>• Seizure</li> </ul>	
	Disinvestment <ul style="list-style-type: none"> <li>• Listed share</li> <li>• Unlisted shares</li> </ul>	
	Loan Account Management	
	Investment Documentation	
Company Secretary , Finance & Legal	Statutory function Company Secretary	Annual Reports are published every year. Status of legal cases maintained and reviewed by management.
	Finalisation in Accounts, Audit, Income Tax etc.	
	Compliance to legal requirements	
	Filing of case NI Act, Recovery, Caveat, Adverse verdict of lower court	
	Responding to legal case filed against	

## The norms set for the discharge of its functions

DIVISION	FUNCTION	NORMS Set for discharge of function
	IPICOL	
	Corpus Generation & Management	
Data bank	Data bank Management	Correspondence made to meet the time line. Monthly activity notes are submitted to Industries Department & P.E. Department.
	Assembly & Govt. correspondence on activities	
	Maintenance of website (ipicolorissa.com)	
	Library Management	
	RTI	
P&A	Govt. correspondence on manpower and miscellaneous activities.	Attendance of employees recorded and report sent to Accts division by the end of the month. Details of other functions maintained and duly audited by internal auditors as well as AG auditors.
	Transfer of employees	
	Allotment of quarters	
	Sanction Tiffin allowance, Conveyance, Loans & advances	
	Tenant Management Allotment, Vacating , Collection of rent	
	Payment of statutory dues	
	Maintenance & housekeeping	
	Procedure for Outsourcing	