



Norms set for the discharge of its functions		
Sr. No.	Subject	Time limit for disposal
1	Issue of LoP/LoI	15 days
2	Conversion of LoP/LoI	15 days
3	Acceptance of LUT	3 days
4	Renewal of LUT	3 days
5	Permission for broad banding/diversification	3 days
6	Permission for change in location	7 days
7	Permission for Advance DTA sale	2 days
8	Permission for merger of units	7 days
9	Permission for enhancement of production capacity	3 days
10	Cancellation of LoP	3 days
11	Permission for debonding/exit	7 days
12	Permission for DTA sale	2 days
13	Eligibility certificate for employment visa for lower level technicians	2 days
14	Issue of Green Card	2 days
15	Renewal of Green Card	Same day
16	Permission to lease CG	1 day
17	Permission for disposal of scrap/waste	2 days
18	Permission for change in name	2 days
19	Inter Unit Transfer	2 days
20	Wastage Norms, ad-hoc	2 days
21	Permission for re-import	Same day
22	Permission for re-export	Same day
23	Permission for replacement/repair of goods	Same day
24	Allotment of I.E. Code	1 day
25	Authorization of softex form	1 day
26	Reimbursement of CST claims	7 days
27	Issue of GSP Certificate	Same day
28	Permission for conversion of EOU to STPI, EPCG	5 days
29	Permission of final exit of EOU	5 days
30	Permission of extension of EOU	2 days
31	Permission to allow increase in value of CG	2 days
32	Permission for export through exhibition/tour	2 days
33	Reimbursement of Duty Drawback/TED	7 days