|  |  |
| --- | --- |
| SQM – 3.2.1.3  | Dispose of a refund claim  |
| Revision No.1 |
| Revision Date 27.07.2010 | Page 1 of 1 |

Process owner: Assistant/ Deputy Commissioner or other person

Norm: Disposal within 90 days from receipt.

Resource required: 1 Assistant/Deputy Commissioner, 2 Superintendents & 4 Inspectors

Resource sufficient for: Minimum of 15 claims per month

Note: Pre-audit of refund shall be undertaken as per Board’s instructions.

