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.

