

Manual-4
Norms set for the discharge of functions
{Section 4(1)(b)(iv)}

Most of the work being carried out by this department involves decision making and as such definite time frame cannot be prescribed. However, the time frames in respect of routine jobs are observed.

SL. No.	Activity	Time Frame/Norms
1.	Diary of Letter	Same Day
2.	Dispatch of Letter	Same Day
3.	Distribution of letters received, to the concerned Dealing Assistant.	1 to 2 days