

MANUAL-4

Norms set for discharge of functions.

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| 1. | Diary of letter | same day |
| 2. | Submission of communication by the dealing hand | 1-5 days |
| 3. | Consideration of the case by the Manager | 1-3 days |
| 4. | Consideration of the case by G.M./President/Administrator. | 1-2 days |
| 5. | Typing of the letter | same day |
| 6. | Issue of the letter | same day |
| 7. | Submission of bills | 1-5 days |
| 8. | Scrutiny and submission of bills | 1-5 days |
| 9. | Passing of bills by A.O. | 1-2 days |