

MANUAL-4

Norms set for discharge of functions.

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