

## Manual 4

### Norms set for the discharge of functions [Section 4(1)(b)(iv)]

#### Illustration

S.No.	Activity	Time Frame/Norm	Remarks
1.	Diary of letter	3 minutes/letter	--
2.	Marking of dak	2 minutes/letter	--
3.	Distribution of Dak	10 to 60 minutes	--
4.	Putting up of letters Proposals on files	3 days	--
5.	Typing Job	30 pages per day	--
6.	Disposal of application under Right to information Act	Within the time allowed	--
7.	Sale of Tender documents	At reception in 3 minutes	--
8.	Issue of monthly bills in respect of all licenced units	1 <sup>st</sup> working day of every month	--
9.	Preparations of cash challans	5 minutes/challans	--
10.	Acknowledgment of Transfer Application/letter pointing out deficiencies	JD/DD (Estate)	15 days
11.	Renewal of licence	Director	Within 45 days on completion of formalities subject to no violation
12.	Clubbing Shops	Chairperson	With in 30 days after receiving the technical feasibility from Civil Engg./ Architect Deptt.