

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

S.No.	Activity	Time frame/Norm	Remarks
1.	File received for advice takes time as the department has to refer to provision of law, court cases and other laws on the subject if any.		
2.	Files received for advice are sent to Standing Counsel and Municipal Counsels the same day.		

LAW OFFICER