

Manual 4

Norms see for the discharge of functions

[Section 4(1)(b)(iv)]

S. No.	Activity	Time frame/	Remarks
1	Diary of letter	3 minutes per letter	Including entry in Dak Register
2	Dispatch of letter	5 minutes per letter	Including entry in the Despatch Register
3	Receipt of payments	2 minutes per cheque	Entry in the computer. Computerised receipt is issued
4	Processing of loan application	2-3 days subject to the fulfillment of loaning conditions	Regarding Housing loan applications and checking of documents etc.

