

Norms set for the discharge of Function

S.No	Activity	Time Frame/Norms	Remarks
1.	Diary of letter	3 Minutes per letter	Same day
2.	Dispatch of letter	5 Minutes per letter	Register Dak including entry in messenger book
3.	Put up in the concerned File	1-2 days	
4.	Action Taken	One week	

- Various applications/appeal received is examine by the concerned in accordance with the provision DCS Act 2003 & Rules 2007.