

Manual 4

Norms set for the discharge of functions

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

S. No.	Activity	Time Frame/Norm	Remarks
1.	Diary of letter	5 minutes per letter	----
2.	Dispatch of letter	5 minutes per letter	----
3.	Typing job	20 pages per day	----
4.	Issue of Loan application	5 minutes per form	----
5.	Acceptance of Loan application	15 minutes	----

S. No.	Activity	Time Frame/Norm	Remarks
6.	Pre Sanction Stage	20 days	----
7.	Sanction Stage	10 days	----
8.	Post Sanction Stage	15 days	----
9.	Disbursement of Cheque	03 days	----
10.	Preparation of Recovery challans/issue of notice	15 minutes	----
11.	Issue of RC to SDM	½ day	----
12.	Entry of challan in Cash Book	3 minutes	----
13.	Receipt of payments by the Cashier	5 minutes	----