

NORMS SET FOR THE DISCHARGE FOR THE FUNCTION

The Norms set for the Usual Discharge of the Function is illustrated below:

Sl. No.	Activity	Time Frame/Norm	Remarks
1.	Receipt and Diary of the Letter in Central Dak Distribution Section	Same Day	Is Sent to the Concerned Branch Officers
2.	Receipt in the concerned Section	No time frame	Classification by the Section Officers and ear-marking of the same to the Assistant to deal with the cases
3.	Diary in the Section	Same Day	Handed over to the concerned Dealing Assistant after Diarizing
4.	The Dealing assistant records the Receipt of the letter in the log-book	Same day	
5.	Submit the case after examining to the Section Officer and record the movement of the file register	Within 3 days	The dealing assistant examines the case and submits the file to the Section Officer within 3 days from the date of the receipt of the letter except in cases where urgency warrants immediate submission of the letter
6.	The Section Officer is required to examine the cases submitted by the Dealing assistant in	Within 7 days	The Section Officer is required to submit the file

	accordance with the existing Rules and Regulations and submit the file with his suggestion to the immediate authority		after examining the case as early as possible and record the movement of the file at his level.
7.	The A.FA/Under Secretary on receipt of the file from the concerned Section Officer Should take action either for disposal of the case or for orders of higher authority as per powers delegated to him.	No Time Frame	The Decision making process is initiated at the level of the A.F.A/Under Secretary
8.	After receipt of the orders passed if any by the higher authority, the file is transmitted back to the concerned section through the proper channel for compliance of the orders.		