

## IV

### **The norms set by it for the discharge of its functions.**

4.1 Nature of functions/services offered:-

The letters received from various sources that are dealt / disposed by the concerned official / officer as per norms fixed by the Govt.

4.2 Norms/standards for functions / service delivery:-

The letters received from various sources that are dealt / disposed by the concerned official / officer as per norms fixed by the Govt

4.3 Time-limits for achieving the targets:-

As per Govt. instructions

4.4 Reference document prescribing the norms:-

As per Govt. instructions