

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	online	----
5.	Acceptance of Loan application	online	----

1). **Rajiv Gandhi Swavlamban Rojgar Yojna (RGSRY):**

S. No.	Activity	Time Frame/Norm	Remarks
6.	Pre Sanction Stage	Total 60 days after receipt of complete application.	----
7.	Sanction Stage		----
8.	Post Sanction Stage		----
9.	Disbursement of Cheque		----
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	----

2) Prime Minister's Employment Generation Programme (PMEGP) :

S. No.	Activities	Time framed
1.	The applications are received on PMEGP E-Portal. Received applications are scrutinized at the level of the office of the Board. Thereafter, the cases will be forwarded to the Bank for their consideration and final decision (sanction).	05 days