

TIME NORMS FOR BUSINESS TRANSACTIONS

S No.	BUSINESS TRANSACTION	TIME NORMS
1	ENCASH OF CHEQUES	5-8 MINUTES
2	RECIPT OF CASH (DEPENDING ON DENOMINATION OF NOTES)	5-10 MINUTES
3	ISSUANCE OF DEMAND DRAFT/PAY ORDER(suggest to remove pay order as it doesnot hold good now)	10-20 MINUTES
4	CANCELLATION OFDEMAND DRAFT/PAY ORDER	5-10 MINUTES
5	REPAYMENT OF TERM DEPOSIT	5-10 MINUTES
6	OPENING OF ACCOUNT	15-20 MINUTES
7	RETIREMENT OF BILLS	20-30 MINUTES
8	UPDATING OF PASSBOOK(FOR A FEW ENTRIES)	5-7 MINUTES
9	STATEMENT OF ACCOUNT	WITHIN 5-7 DAYS
10	COLLECTION OF CHEQUES LOCAL	2-3 DAYS
	OUTSTATION	7-10 DAYS