

Delhi Pharmacy Council

Manual 4 Norms set for the discharge of functions

Illustration

S. No.	Activity	Time Frame/ Norm	Remarks
1.	Diary of letters	3 minutes per letter	
2.	Scrutiny of Application	15 minutes per file	Including the fees receipt time
3.	Preparation of Confirmation letter	10 minutes per letter	
4.	Preparation of Registration Certificate	15 Minutes per Certificate	Including pasting of photograph and entry in Pharmacist Register
5.	Preparation of I-Card	10 minutes per I-card	Including the scanning of photograph and printout time
6.	Dispatch of letter	5 minutes per letter	