

DESPATCH TIME LIMIT

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Wherever time limit is indicated for dispatch, it should be observed. In all other cases, it must be ensured that no paper for dispatch is retained in the office section for more than 24 hours. All communications received before 4pm on a working date shall be dispatched the same day. The day of receipt by the office section shall be as revealed by the dispatch register through which the communication is made over to the office section. Office section shall in no event refuse to take a communication so made over. If required so, communications for dispatch have to be taken to be taken over by a dated initial with time of receipt. over by a dated initial with time of receipt.