

Manual-4
Norms set for the discharge of function
(Section 4(i)(b)(iv))

Sl.No.	Activity	Time frame/Norm	Remarks
1	Diary of letter	3 minutes per letter	Entering in the Peon Book.
2	Despatch of letter	5 Min.per letter	
3	Typing Job	10-15 pages per day	
4	Entered in log book	3 min.per day	
5	Put up urgent letters	As & when required	
6	Put up normal letters	2 to 3 days	