

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

Illustration

Sl. No	Activity	Time frame/Norm	Remarks
1.	Diary of letters	3 minutes per letter	Entering in the Peon Book.
2.	Despatch of letter	5 minutes per letter	
3.	Typing Job	20-25 pages per day	
4.	Entered in log book	3 minutes per letter	
5.	Put up urgent letters	As and when required	
6.	Put up normal letters	2 to 3 days	