

Manual 4
Norms set for the discharge of functions
[Section 4(1) (b) (iv)]

Illustration

Sl. No.	Activity	Time frame/Norms	Remarks
01.	Diary of letter	3 minutes per letter	--
02.	Despatch of letter	5 minutes per letter	Registered Daks including entry in messenger books
03.	Typing Job	30pages per day	--
04.	<u>File</u> Letter examined and put-up	2 to 3days	--
05.	<u>File</u> Letter examined and signed by D.S.W.O.	2 to 3days	--
06.	<u>File</u> Letter examined and signed by Collector	2 to 3days	--