

MANUAL – 4

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

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

ILLUSTRATION

Sl. No	Activiies	Time Frame/ Norm	Remarks
01	Dairy of letter	3 minutes per letter	
02	Dispatch of letter	5 minutes per letter	
03	Typing Job	7 Pages per day	