

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

**Illustration**

| <b>Sl. No</b> | <b>Activity</b>                                     | <b>Time frame/Norm</b> | <b>Remarks</b>                           |
|---------------|---|------------------------|--|
| 1.            | Receipt of letter including entry in dairy register | 2 minutes per letter   |  |
| 2.            | Despatch of letter                                  | 5 minutes per letter   | Registered Dak including the Message Box |
| 3.            | Typing Job  | 25 pages of day        |  |
| 4.            | Letter entry in Log Book                            | 2 minutes per letter   |  |
| 5.            | Entry in peon book of distribution of local dak     | 1 minutes per letter   |  |