

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

Illustration

Sl. No	Activity	Time frame/Norm	Remarks
1.	Receipt of Letters including entry in dairy Register		
2.	Issue letters		
3.	Despatch of letters (The letters are sent to Central Despatch Section for dispatch)		
4.	Typing Job	3 minutes per letter	Registered dak including the Messenger Box